

ROANOKE CITY COUNCIL INFORMAL SESSION NOVEMBER 2, 2015

9:00 A.M.

CITY COUNCIL CHAMBER ROOM 450

AGENDA

Call to Order -- Roll Call

Welcome. Mayor David A. Bowers.

NOTICE

This morning meeting and briefings will be televised live and replayed on RVTV Channel 3 on Thursday, November 5 immediately following the 2:00 p.m. session at 7:00 p.m.; and Saturday, November 7 at 4:00 p.m.; and video streamed by Internet through Rev.Net Technologies, Inc., at http://www.wrev.net. Council Meetings are offered with closed captioning for the hearing impaired.

ITEMS FOR ACTION:

A communication from Mayor David A. Bowers requesting that Council convene in a Closed Meeting to discuss vacancies on certain authorities, boards, commissions and committees appointed by Council, pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended. A list of current vacancies is included with the agenda for this meeting.

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A communication from Mayor David A. Bowers requesting that Council convene in a Closed Meeting to discuss the 2015 Citizen of the Year Award, pursuant to Section 2.2-3711 (A)(10), Code of Virginia (1950), as amended.

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A communication from the City Attorney requesting that City Council convene in a Closed Meeting to discuss or consider the acquisition of real property interests in a portion of real property situated off Materials Yard Road, a private road, in Roanoke, Virginia, bearing Official Tax Map No. 9999999, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711 (A)(3), Code of Virginia (1950), as amended.

ITEMS LISTED ON THE 2:00 P.M. COUNCIL DOCKET REQUIRING DISCUSSION/CLARIFICATION AND ADDITIONS/DELETIONS TO THE 2:00 P.M. AGENDA. (5 MINUTES)

TOPICS FOR DISCUSSION BY THE MAYOR AND MEMBERS OF COUNCIL. (5 MINUTES)

RECESS.

LEGISLATIVE COMMITTEE MEETING SCHEDULED TO BE HELD AT 9:00 A.M., OR AS SOON THEREAFTER IN THE COUNCIL CHAMBER.

RECONVENE.

BRIEFINGS:

Voter Precinct Ordinance - 30 minutes
 (Council Member Bestpitch)

Williamson Road Library Renovation/Expansion
 Parks and Recreation Master Plan Update
 30 minutes

THE COUNCIL MEETING WILL STAND IN RECESS UNTIL 2:00 P.M., FOR A CLOSED MEETING IN THE COUNCIL'S CONFERENCE ROOM, ROOM 451, NOEL C. TAYLOR MUNICIPAL BUILDING.



ROANOKE CITY COUNCIL REGULAR SESSION

NOVEMBER 2, 2015 2:00 P.M.

CITY COUNCIL CHAMBER

AGENDA

1. Call to Order--Roll Call.

The Invocation will be delivered by The Reverend Amy C. Ziglar, Pastor, Mt. Zion, AME Church.

The Pledge of Allegiance to the Flag of the United States of America will be led by Mayor David A. Bowers.

Welcome. Mayor Bowers.

NOTICE:

Today's Council meeting will be televised live and replayed on RVTV Channel 3 on Thursday, November 5 at 7:00 p.m., and Saturday, November 7 at 4:00 p.m.; and video streamed by internet through Rev.Net Technologies, Inc., at http://www.wrev.net. Council meetings are offered with closed captioning for the hearing impaired.

ANNOUNCEMENTS:

THE PUBLIC IS ADVISED THAT MEMBERS OF COUNCIL RECEIVE THE CITY COUNCIL AGENDA AND RELATED COMMUNICATIONS, REPORTS, ORDINANCES AND RESOLUTIONS, ETC., ON THE THURSDAY PRIOR TO THE COUNCIL MEETING TO PROVIDE SUFFICIENT TIME FOR REVIEW OF INFORMATION.

THE CITY CLERK'S OFFICE PROVIDES THE MAJORITY OF THE CITY COUNCIL AGENDA ON THE INTERNET FOR VIEWING AND RESEARCH PURPOSES. TO ACCESS AGENDA MATERIAL, GO TO THE CITY'S HOMEPAGE AT <u>WWW.ROANOKEVA.GOV</u>, CLICK ON THE GOVERNMENT ICON.

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT. SPECIAL ASSISTANCE IS AVAILABLE FOR DISABLED PERSONS ADDRESSING CITY COUNCIL. EFFORTS WILL BE MADE TO PROVIDE ADAPTATIONS OR ACCOMMODATIONS BASED ON INDIVIDUAL NEEDS OF QUALIFIED INDIVIDUALS WITH DISABILITIES, PROVIDED THAT REASONABLE ADVANCE NOTIFICATION HAS BEEN RECEIVED BY THE CITY CLERK'S OFFICE.

PERSONS WISHING TO ADDRESS COUNCIL WILL BE REQUIRED TO CONTACT THE CITY CLERK'S OFFICE PRIOR TO THE MONDAY COUNCIL MEETING, OR REGISTER WITH THE STAFF ASSISTANT AT THE ENTRANCE TO THE COUNCIL CHAMBER PRIOR TO COMMENCEMENT OF THE COUNCIL MEETING. ONCE THE COUNCIL MEETING HAS CONVENED, THERE WILL BE NO FURTHER REGISTRATION OF SPEAKERS, EXCEPT FOR PUBLIC HEARING MATTERS. ON THE SAME AGENDA ITEM, ONE TO FOUR SPEAKERS WILL BE ALLOTTED FIVE MINUTES EACH; HOWEVER, IF THERE ARE MORE THAN FOUR SPEAKERS, EACH SPEAKER WILL BE ALLOTTED THREE MINUTES.

ANY PERSON WHO IS INTERESTED IN SERVING ON A CITY COUNCIL-APPOINTED AUTHORITY, BOARD, COMMISSION OR COMMITTEE MAY CONTACT THE CITY CLERK'S OFFICE AT 853-2541, OR ACCESS THE CITY'S HOMEPAGE TO COMPLETE AN ONLINE APPLICATION.

THE COUNCIL OF THE CITY OF ROANOKE IS SEEKING APPLICATIONS FOR THE FOLLOWING CURRENT VACANCIES AND/OR UPCOMING EXPIRATIONS OF TERMS OF OFFICE:

ARCHITECTURAL REVIEW BOARD (REGISTERED ARCHITECT) - ONE VACANCY
FOUR-YEAR TERM OF OFFICE ENDING OCTOBER 1, 2019

BUILDING AND FIRE CODE OF APPEALS/AT-LARGE – TWO VACANCIES UNEXPIRED TERM OF OFFICE ENDING JUNE 30, 2016 THREE-YEAR TERM OF OFFICE ENDING JUNE 30, 2018

CITY OF ROANOKE FINANCE BOARD – ONE VACANCY UNEXPIRED TERM OF OFFICE ENDING JUNE 30, 2016

ECONOMIC DEVELOPMENT AUTHORITY – ONE VACANCY UNEXPIRED TERM OF OFFICE ENDING OCTOBER 20, 2017

HUMAN SERVICES ADVISORY BOARD – ONE VACANCY UNEXPIRED TERM OF OFFICE ENDING NOVEMBER 30, 2018

PARKS AND RECREATION ADVISORY BOARD UNEXPIRED TERM OF OFFICE ENDING MARCH 31, 2016

TOWING ADVISORY BOARD (LAW ENFORCEMENT) — ONE VACANCY THREE-YEAR TERM OF OFFICE ENDING OCTOBER 31, 2018

2. PRESENTATIONS AND ACKNOWLEDGEMENTS:

Recognition of the Roanoke Police Department on receiving first place in the 2015 National Law Enforcement Challenge.

3. HEARING OF CITIZENS UPON PUBLIC MATTERS:

CITY COUNCIL SETS THIS TIME AS A PRIORITY FOR CITIZENS TO BE HEARD. ALL MATTERS WILL BE REFERRED TO THE CITY MANAGER FOR RESPONSE, RECOMMENDATION OR REPORT TO COUNCIL, AS HE MAY DEEM APPROPRIATE.

4. <u>CONSENT AGENDA:</u>

ALL MATTERS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE MEMBERS OF CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THE ITEMS. IF DISCUSSION IS DESIRED, THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.

C-1 A communication from the City Clerk advising of the resignation of Jim O'Hare as a member (Public) of the Youth Services Citizen Board, effective September 28, 2015.

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RECOMMENDED ACTION:

Accept the resignation and receive and file the

communication.

C-2 Report of qualification of Paula L. Prince as a member of the Human Services Advisory Board to fill the unexpired term of office of Robin Haldiman ending November 30, 2016.

RECOMMENDED ACTION:

Receive and file.

REGULAR AGENDA:

- 5. PUBLIC HEARINGS: NONE.
- PETITIONS AND COMMUNICATIONS: NONE.
- 7. REPORTS OF CITY OFFICERS AND COMMENTS OF CITY MANAGER:
 - a. CITY MANAGER:

BRIEFINGS: NONE.

ITEMS RECOMMENDED FOR ACTION:

1. Acceptance and appropriation of the State Homeland Security FY15 Grant funds from the Virginia Department of Emergency Management (VDEM) to allow the Roanoke Police Department to replace protective equipment.

P 13 R 14 B/O 15

- 2. Appropriation of the 2015 2016 Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME) funding from the U. S. Department of Housing and Urban Development (HUD).
- P 16 B/O 18
- 3. Amendment of the City Code to revise the definition of the Sealed Compactor Zone; and to reflect fee schedule in the Fee Compendium, effective April 1, 2016 June 30, 2016, and deletion of fees no longer applicable.

P 20 O 23 R 25

4. Authorization to submit an application for FY17 transportation alternatives program funds in connection with improvements to bicycle and pedestrian infrastructure in the vicinity of Fishburn Park Elementary and Virginia Western Community College.

P 27 R 29 5. Authorization to enter into a contract with the Virginia Department of Housing and Community Development for acceptance of grant funds awarded through the Industrial Revitalization Fund to renovate the property for use as a Business Acceleration Center.

P 30 R 46 B/O 49

COMMENTS OF CITY MANAGER.

- b. DIRECTOR OF FINANCE:
 - 1. Financial report for preliminary FY2015 year end results.

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2. Financial reports for the months of July – September 2015.

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- c. CITY CLERK:
 - 1. Recommending concurrence in the appointment of Cecelia "Susie" Freeman McCoy as the Deputy City Clerk of the City of Roanoke.

P 78 R 79

8. REPORTS OF COMMITTEES:

a. Report of City Council's Task Force on City Code amendments affecting the duties of the Director of Finance. Council Member Raphael E. Ferris, Chair.

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9. UNFINISHED BUSINESS: NONE.

10. INTRODUCTION AND CONSIDERATION OF ORDINANCES AND RESOLUTIONS:

a. A resolution memorializing the late Frank W. Feather, longtime pastor of Forest Park Baptist Church and former Citizen of the Year.

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11. MOTIONS AND MISCELLANEOUS BUSINESS:

- a. Inquiries and/or comments by the Mayor and Members of City Council.
- b. Vacancies on certain authorities, boards, commissions and committees appointed by Council.

CERTIFICATION OF CLOSED MEETING.

12. ADJOURN.



CITY OF ROANOKE OFFICE OF THE MAYOR

215 CHURCH AVENUE, S.W., SUITE 452 ROANOKE, VIRGINIA 24011-1594 TELEPHONE: (\$40) 853-2444 FAX: (\$40) 853-1145

November 2, 2015

The Honorable Vice-Mayor David B. Trinkle and Members of the Roanoke City Council Roanoke, Virginia

Dear Vice-Mayor Trinkle and Members of Council:

This is to request a Closed Meeting to discuss vacancies on certain authorities, boards, commissions and committees appointed by Council, pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended. A list of current vacancies is included with the agenda for this meeting.

Sincerely,

David A. Bowers

Mayor

DAB:ctw

COMMITTEE VACANCIES/REAPPOINTMENTS November 2, 2015 Public

VACANCIES:

Four-year term of office on the Building and Fire Code Board of Appeals ending June 30, 2019; and an unexpired term of office ending June 30, 2016.

Unexpired term of office on the Parks and Recreation Advisory Board ending March 31, 2016.

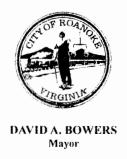
Four-year term of office on the Architectural Review Board (Registered Architect) ending October 1, 2019.

Three-year term of office on the Towing Advisory Board ending October 31, 2018.

Unexpired term of office on the Human Services Advisory Board ending November 30, 2018.

Unexpired term of office on the Economic Development Authority ending October 20, 2017.

Unexpired term of office on the City of Roanoke Finance Board ending and June 30, 2016.



CITY OF ROANOKE OFFICE OF THE MAYOR

215 CHURCH AVENUE, S.W., SUITE 452 ROANOKE, VIRGINIA 24011-1594 TELEPHONE: (540) 853-2444 FAX: (540) 853-1145

November 2, 2015

The Honorable Vice-Mayor and Members of the Roanoke City Council Roanoke, Virginia

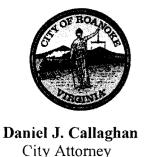
Dear Members of Council:

This is to request a Closed Meeting to discuss the 2015 Citizen of the Year Award, pursuant to Section 2.2-3711 (A)(10), Code of Virginia (1950), as amended.

Sincerely,

David A. Bowers Mayor

DAB:ctw



CITY OF ROANOKE

OFFICE OF THE CITY ATTORNEY

464 MUNICIPAL BUILDING 215 CHURCH AVENUE, SW ROANOKE, VIRGINIA 24011-1595

TELEPHONE 540-853-2431 FAX 540-853-1221 EMAIL: cityatty@roanokeva.gov Timothy R. Spencer
Steven J. Talevi
David L. Collins
Heather P. Ferguson
Laura M. Carini
Assistant City Attorneys

November 2, 2015

The Honorable Mayor and Members of City Council Roanoke, Virginia

Re: Request for closed meeting

Dear Mayor Bowers and Council Members:

A communication from the City Attorney requesting that City Council convene in a Closed Meeting to discuss or consider the acquisition of real property interests in a portion of real property situated off Materials Yard Road, a private road, in Roanoke, Virginia, bearing Official Tax Map No. 9999999, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711 (A)(3), Code of Virginia (1950), as amended.

With kindest personal regards, I am

Sincerely yours,

Daniel J. Callaghan City Attorney

7 A

DJC/lsc

c:

Christopher P. Morrill, City Manager Barbara Dameron, Director of Finance Stephanie Moon Reynolds, City Clerk



CITY OF ROANOKE OFFICE OF THE CITY CLERK

215 Church Avenue, S. W., Suite 456 Roanoke, Virginia 24011-1536 Telephone: (540) 853-2541 Fax: (540) 853-1145

E-mail: clerk@roanokeva.gov

STEPHANIE M. MOON REYNOLDS, MMC City Clerk CECELIA T. WEBB, CMC Acting Deputy City Clerk

November 2, 2015

The Honorable Mayor and Members of the Roanoke City Council Roanoke, Virginia

Dear Mayor Bowers and Members of Council:

This is to advise that James O'Hare has tendered his resignation as a member (Public) of the Youth Services Citizen Board, effective September 28, 2015.

Sincerely,

Stephanie M. Moon Reynolds, MMC

City Clerk



CITY COUNCIL AGENDA REPORT

To:

Honorable Mayor and Members of City Council

Meeting:

November 2, 2015

Subject:

State Homeland Security FY15 Grant Award

Background:

The Virginia Department of Emergency Management (VDEM) is the distributing agency for State Homeland Security Program (SHSP) grant funding from the U. S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA). The purpose of the SHSP is to award grants to states to assist state and local governments in support of the implementation of Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

On October 22, 2015, VDEM awarded the City of Roanoke \$21,000 through its FY 2015 SHSP grant program. The SHSP grant funding will allow the Roanoke Police Department to purchase replacement gas masks, gas mask parts and gas mask filters. This personal protective equipment grant will protect officers by maintaining current protective capabilities.

Recommended Action:

Accept the State Homeland Security FY15 grant described above and authorize the City Manager to execute the grant agreement and any related documents; all such documents to be approved as to form by the City Attorney.

Adopt the accompanying budget ordinance to establish a revenue estimate in the amount of \$21,000 and appropriate funding of the same amount in an account to be established by the Director of Finance in the Grant Fund.

Christopher P. Morrill

City Manager

Distribution: Council Appointed Officers

R. Brian Townsend, Assistant City Manager for Community Development

Barbara A. Dameron, Director of Finance Christopher C. Perkins, Chief of Police

Amelia C. Merchant, Director of Management and Budget

7.a.l.

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION approving the acceptance of a State Homeland Security Program grant

to the City from the Virginia Department of Emergency Management and authorizing the

execution of any required documentation on behalf of the City.

BE IT RESOLVED by the Council of the City of Roanoke as follows:

1. The City of Roanoke does hereby approve the acceptance of a State Homeland

Security Program grant from Virginia Department of Emergency Management (VDEM) in an

amount of \$21,000, with no local match, for the purposes of allowing the Roanoke Police

Department to purchase replacement gas masks, gas mask parts and gas mask filters, as more

particularly described in the City Council Agenda Report dated November 2, 2015.

2. The Council does hereby authorize the City Manager's execution of any and all

necessary grant documents required to accept the grant, such documents having been approved

by the City Attorney as to form.

3. The City Manager is further directed to furnish such additional information as

may be required by VDEM in connection with the application and/or acceptance of the foregoing

grant.

ATTEST:

City Clerk.



IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE appropriating funding from the United States Department of Homeland Security (DHS) through the Commonwealth of Virginia Department of Emergency Management (VDEM) for the purchase of protective equipment, amending and reordaining certain sections of the 2015-2016 Grant Fund Appropriations, and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that the following sections of the 2015-2016 Grant Fund Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

Appropriations

Other Equipment

35-640-3804-9015

\$ 21,000

Revenues

VDEM SHS Protective Equipment FY16

35-640-3804-3804

21,000

Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



CITY COUNCIL AGENDA REPORT

To: Honorable Mayor and Members of City Council

Meeting: November 2, 2015

Subject: Appropriation of 2015-2016 Community Development Block

Grant (CDBG) and HOME Investment Partnerships Program

(HOME)

Background:

CDBG and HOME funds received from the U. S. Department of Housing and Urban Development (HUD) provide for a variety of activities ranging from housing and community development to economic development. The City has received entitlement grant funds for over thirty years. On May 11, 2015, by the Resolution No. 40231-051115, City Council authorized filing of the funding applications during the adoption of the 2015 Annual Plan as part of the 2015-2019 Consolidated Plan to HUD. Funding allocations contained in this report reflect activities presented to the City Council in the May 11, 2015 plan adoption.

Considerations:

The funding release process is complete, and HUD's letter of approval was received and signed by the City Manager to permit use of the 2015-2016 CDBG, HOME and ESG entitlements. The 2015-2019 Consolidated Plan, including the Fiscal Year 2015-2016 Action Plan, approved by City Council provides for activities totaling \$2,840,168. The funding for these activities included new entitlement funds, anticipated program income, and funds unexpended from prior year accounts. Entitlement funding from prior years exceeded expectations by \$53,572 and those additional funds are available for reappropriation.

HUD program income is appropriated as funds are received. HUD programs generated \$161,035 in program income that is available for appropriation under CDBG and HOME programs. Attachment 1 permits the 2015-2016 activities to proceed utilizing program income and additional entitlement provided by HUD and carrying forward unused funds from prior years into current activities.

Council appropriation of the unexpended funds is needed to permit the 2015-2016 activities to proceed.

Recommended Actions:

Adopt the accompanying budget ordinance:

- 1. To appropriate unexpended funding in the amount of \$214,607 into accounts to be established in the Grant Fund by the Director of Finance; and
- 2. To appropriate, deappropriate, reprogram and transfer funding from existing CDBG and HOME accounts as detailed in Attachment 1.

Christopher P. Morrill

City Manager

Distribution: Council Appointed Officers

R. Brian Townsend, Assistant City Manager for Community Development

Sherman M. Stovall, Assistant City Manager for Operations

Barbara A. Dameron, Director of Finance

Chris Chittum, Director of Planning, Building and Development Keith Holland, Community Resources Program Administrator



IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to appropriate funding from the Department of Housing and Urban Development (HUD) for the Community Development Block Grant Program (CDBG), and HOME Investment Partnerships Program, amending and reordaining certain sections of the 2015-2016 Grant Fund Appropriations, and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that the following sections of the 2015-2016 Grant Fund Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

An	nrai	nrıa	tions
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(ppropriations		
HOME – West End New Home Ownership Habitat	35-090-5387-5607	(\$2,400)
HOME – West End Single Family Rehab CHP	35-090-5387-5632	(94,934)
HOME – Regular Employee Salaries	35-090-5390-1002	8,455
HOME - Fees for Professional Services	35-090-5390-2010	(8,914)
HOME – Administrative Supplies	35-090-5390-2030	(300)
HOME – Training and Development	35-090-5390-2044	(10,000)
HOME – Postage	35-090-5390-2160	(166)
HOME – West End New Home Ownership Habitat	35-090-5390-5607	(11,661)
HOME – Available to Commit – West End Project	35-090-5390-5660	43,541
HOME – West End New Home Ownership City Funded	35-090-5390-5662	68,530
HOME – DoT Billings	35-090-5390-7005	(1,000)
HOME – West End New Home Ownership Habitat	35-090-5394-5607	(156,190)
HOME – Available to Commit – West End Project	35-090-5394-5660	215,627
CDBG – Reserve Rehab Project Funds	35-G12-1224-5527	(40,920)
CDBG – Residential Façade Pilot Project	35-G13-1319-5619	(3,911)
CDBG – West End New Home Ownership Delivery	35-G14-1419-5607	(14,034)
CDBG – West End Property Acquisition Project	35-G14-1419-5608	(9,138)
CDBG – West End Property Housing Preservation	35-G14-1419-5612	(2,053)
CDBG – West End New Home Ownership Project	35-G14-1419-5614	(85,473)
CDBG – Reserve Rehabilitation Project	35-G14-1424-5527	(23,584)
CDBG – Demolition	35-G15-1519-5108	(63,300)
CDBG – Mortgage Assistance Program	35-G15-1519-5399	(77,098)
CDBG – Available to Commit – MAP Program	35-G15-1519-5661	75,404
CDBG – West End New Home Ownership Habitat	35-G15-1520-5607	6,708
CDBG – West End Occupied Rehab SERCAP	35-G15-1520-5627	(186,391)

CDBG – West End Energy Efficient Rehab CHP	35-G15-1520-5630	9,000
CDBG – West End Infrastructure Improvements	35-G15-1520-5641	(14,978)
CDBG – Regular Employee Salaries	35-G15-1522-1002	5,864
CDBG – Fees for Professional Services	35-G15-1522-2010	(8,092)
CDBG – Telephone	35-G15-1522-2020	(1,500)
CDBG – Administrative Supplies	35-G15-1522-2030	706
CDBG – Expendable Equipment (>\$5000)	35-G15-1522-2035	(2,040)
CDBG – Training and Development	35-G15-1522-2044	(7,460)
CDBG – Printing	35-G15-1522-2075	(827)
CDBG – Postage	35-G15-1522-2160	(899)
CDBG – Neighborhood Planning Activities	35-G15-1522-5634	(20,000)
CDBG – DoT Billings	35-G15-1522-7005	(4,591)
CDBG – Risk Management	35-G15-1522-7017	(500)
CDBG – Regular Employee Salaries	35-G15-1523-1002	(6,777)
CDBG – Regular Employee Salaries	35-G15-1539-1002	(6,469)
CDBG – Telephone - Cellular	35-G15-1539-2021	(8)
CDBG – Local Mileage	35-G15-1539-2046	(161)
CDBG – Training and Development	35-G15-1544-2044	(499)
CDBG – West End New Home Ownership Habitat	35-G16-1620-5607	152,349
CDBG – Available to Commit – West End Project	35-G16-1620-5660	494,691
Revenues		
HOME Entitlement FY14	35-090-5387 5387	(97,334)
HOME Entitlement FY15	35-090-5390-5390	64,244
HOME Program Income FY15	35-090-5390-5391	24,241
HOME Entitlement FY16	35-090-5394-5394	3,921
HOME Program Income FY16	35-090-5394-5395	55,516
CDBG Entitlement FY12	35-G12-1200-3201	(27,587)
CDBG Lease Pay FY12	35-G12-1200-3206	(13,333)
CDBG Entitlement FY13	35-G13-1300-3301	(3,911)
CDBG Entitlement FY14	35-G14-1400-3401	(134,282)
CDBG Entitlement FY15	35-G15-1500-3501	(307,226)
CDBG Home Ownership Assistance FY15	35-G15-1500-3506	3,318
CDBG Entitlement FY16	35-G16-1600-3601	555,747
CDBG Other Program Income RRHA	35-G16-1600-3602	91,293

Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:



CITY COUNCIL AGENDA REPORT

To: Honorable Mayor and Members of City Council

Meeting: November 2, 2015

Subject: Fourth Sealed Trash Compactor Site

Background/Considerations:

Sealed trash compactor service began in September, 2013, for businesses and residents in the City's Historic Market District. With the subsequent addition of two additional trash compactors, the defined service area now includes properties located between the centerlines of 2nd Street, S.W. and Williamson Road S.E. (to the west and east) and Norfolk Avenue and Church Avenue (to the north and south). This service eliminates the need for businesses and residents to place trash and recycling on the public sidewalk for collection by Solid Waste Management crews.

Ongoing efforts by Downtown Roanoke, Inc. (DRI), and City staff have resulted in the identification of an acceptable site for a fourth sealed trash compactor and further expansion of the Sealed Compactor Zone. The site, which is owned by the City, is located behind Historic Fire Station #1 (13 Church Avenue, SE). Plans are underway for the installation of a leased 15-cubic-yard sealed trash compactor on this site which will be screened from view. The expanded area of the Sealed Compactor Zone for the fourth sealed trash compactor would include the properties bounded by the centerlines of Jefferson Street and Williamson Road S.E. (to the west and east) and Church Avenue, S.E. and Elm Avenue, S.E. (to the north and south), as shown on the attached map.

Funding for this compactor project has been allocated to the project account. The one-time construction and preparation cost is \$160,000 and includes an enclosure and gate system, extension of electric service, a security system, and lighting. Construction is underway and it is anticipated that the compactor will be in operation by January 1, 2016. Customers that register with the City to use the sealed trash compactor would be provided with a handheld electronic device for access. Fees are identified in the City's Fee Compendium. The first two (2) uses of the sealed trash compactor in any given week are free of charge. A fee of \$1.00 is charged for each subsequent use of the sealed trash compactor for the remainder of each week. Fees are capped at the existing rate of \$70 and \$120 per month per customer, based upon "class of trade".

In recognition of initiating use of this new sealed trash compactor during winter months, use of this site will be voluntary through March 31, 2016. Beginning April 1, 2016, customers within this expanded portion of the Sealed Compactor Zone who are not prepared to register for sealed trash compactor service at that time would continue to receive refuse and recyclables collection service

from Solid Waste Management crews through June 30, 2016. Choosing this interim option would require these customers to place refuse and recycling on the sidewalk between 2:00 a.m. and 6:00 a.m. for Monday through Saturday collection by City crews beginning at 6:00 a.m. Based upon the cost of collection to the City, there would be a fee increase for these customers from the existing rates of \$70 and \$120 to a new monthly charge of \$140 and \$240, respectively, between April 1 and June 30, 2016. Beginning July 1, 2016, customers within the expanded portion of the Sealed Compactor Zone would no longer be allowed to stage trash and recyclables on the sidewalk for collection by City crews and would be required to use the sealed trash compactor or make alternate provisions for trash removal.

A City Code amendment is required to revise the definition of the Sealed Compactor Zone identified in Section 14.1-1, and the Fee Compendium needs to be amended to reflect the change in rates to be charged certain customers who do not elect to use the sealed trash compactor from April 1 to June 30, 2016. (The Fee Compendium should also be amended to reflect the deletion of fees which no longer apply due to the passage of time.) The revised Sealed Compactor Zone definition will include the original and new areas described above.

Recommended Action:

Amend Chapter 14.1, Solid Waste Management, of the City Code, by amending Section 14.1-1, Definitions, Article I, In General, to revise the definition of the Sealed Compactor Zone.

Adopt the attached resolution amending the City's Fee Compendium to reflect the aforementioned fee schedule, effective April 1, 2016 through June 30, 2016, and the deletion of fees no longer applicable due to the passage of time.

Christopher P. Morrill

City Manager

Distribution: Council Appointed Officers

Barbara Dameron, Director of Finance

Sherman Stovall, Assistant City Manager for Operations





IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE amending Section 14.1-1, <u>Definitions</u>, of Article I, <u>In General</u>, of Chapter 14.1, <u>Solid Waste Management</u>, of the Code of the City of Roanoke (1979), as amended, to provide for the proper collection of refuse as set forth below; and dispensing with the second reading of this Ordinance by title.

BE IT ORDAINED by the Council of the City of Roanoke as follows:

1. Section 14.1-1, <u>Definitions</u>, of Article I, <u>In General</u>, of Chapter 14.1, <u>Solid Waste Management</u>, of the Code of the City of Roanoke (1979), as amended, is hereby amended and reordained, to read and provide as follows:

Sec. 14.1-1. Definitions

* * *

Sealed compactor zone shall mean that area which is bordered by the centerlines of Jefferson Street (on the west), Williamson Road, S.E. (on the east), Norfolk Avenue, S.E. (on the north), and Church Avenue, S.E. (on the south); that area which is bounded by the centerlines of 1st Street, S.W., and Jefferson Street (to the west and east), and Norfolk Avenue, S.W., and Ist Street, S.W. (to the north and south), as well as 2nd Street, S.W., and 1st Street, S.W. (to the north and south); and that area which is bounded by the centerlines of 1st Street, S.W., and Jefferson Street (to the west and east), and Kirk Avenue, S.W., and Church Avenue, S.W. (to the north and south), as well as 2nd Street, S.W., and 1st Street, S.W. (to the west and east), and Salem Avenue, S.W., and Church Avenue, S.W. (to the north and south); and that area which is bounded by the centerlines of Jefferson Street and Williamson Road, S.E. (to the west and east), and Church Avenue, S.E., and Elm Avenue, S.E. (to the north and south).

* * *

2.	Pursuant to the provisions of Section 12 of the City Charter, the second reading of this
Ordinance by	title is hereby dispensed with.
	ATTEST.



IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION amending the Fee Compendium to amend fees for refuse collection in the Central Business District, as set out below; and establishing an effective date.

BE IT RESOLVED by the Council of the City of Roanoke that:

1. The Fee Compendium of the City, maintained by the Director of Finance and authorized and approved by City Council by Resolution No. 32412-032795, adopted March 27, 1995, effective as of that date, as amended, shall be further amended to reflect the following fees:

FEE	CURRENT AMOUNT	NEW AMOUNT
Refuse fees for curbside collection for Restaurant, Office, and Financial Institutions within a sealed compactor zone in the Central Business District, but not registered for sealed compactor service, on and after April 1, 2016 and before July 1, 2016.	\$120.00 per month	\$240.00 per month
Refuse fees for curbside collection for Specialty Retail, Health, Church and Nonprofit Institutions within a sealed compactor zone in the Central Business District, but not registered for sealed compactor service, on and after April 1, 2016 and before July 1, 2016.	\$70.00 per month	\$140.00 per month

- 2. Resolution No. 32412-032795 is hereby amended to the extent and only to the extent of any inconsistency with this Resolution.
- 3. The fees established by this Resolution shall remain in effect until amended by this Council.

4.	This Resolution shall be in full force and effect upon passage of this Resolution.
	ATTEST:

City Clerk.



CITY COUNCIL AGENDA REPORT

To:

Honorable Mayor and Members of City Council

Meeting:

November 2, 2015

Subject:

Authorizing Request for FY 2017 Transportation Alternatives

Program Funds

Background:

MAP-21, the Moving Ahead for Progress in the 21 Century Act provides federal funds for surface transportation. This Act funds the Transportation Alternatives Program which redefines the former Transportation Enhancements Program and consolidates these eligibilities with the Safe Routes to School and Recreational Trails Program eligibilities, for which the City has submitted applications and received funding in prior years. The current program provides funding to expand travel choices, strengthen the local economy, improve quality of life, and protect the environment by improving transportation infrastructure. These funds are matching funds in the following percentages: (80% Federal/20% Local). Matching funds for this grant will be provided by Virginia Western Community College.

Considerations:

The City is proposing improvements to bicycle and pedestrian infrastructure in the vicinity of Fishburn Park Elementary and Virginia Western Community College on Colonial Avenue from Overland Road to Dogwood Lane. Improvements consist of installation of in-road bike lanes, the addition of sidewalks to both sides of the street, improved pedestrian crossings, and intersection improvements at Overland Road, McNeil Road, and Dogwood Lane. Intersection improvements include landscaped medians to reduce pedestrian crossing distances, a roundabout at Overland Road increasing vehicular throughput, slowing vehicular velocities, improving bicycle and pedestrian circulation, and improved crosswalks to provide heightened awareness and emphasis on pedestrians.

Recommended Action:

Authorize the City Manager to submit an application to MAP-21 Transportation Alternatives Program for the above-listed project in the amount of \$500,000. The \$100,000 in required local match funds will come from Virginia Western Community College.

Authorize the City Manager to take such further actions and execute such documents, approved as to form by the City Attorney, as necessary to submit the above applications and to furnish such additional information and/or documents as may be required for such application.

Christopher P. Morrill

City Manager

Distribution: Council Appointed Officers

Sherman M. Stovall, Assistant City Manager for Operations

Robert K. Bengtson, P.E., Director of Public Works

Philip C. Schirmer, P.E., L.S., City Engineer

Mark D. Jamison, P.E., PTOE, Transportation Division Manager

Priscilla Cygielnik, P.E., Project Manager

David Hill, Hill Studio, P.C.



y

A RESOLUTION supporting an application and authorizing the City Manager to submit such application to the Virginia Department of Transportation (VDOT) for MAP-21 FY 17 Transportation Alternatives Program Funds for the improvements to bicycle and pedestrian infrastructure in the vicinity of Fishburn Park Elementary School and Virginia Western Community College; and authorizing the City Manager to take certain actions in connection with such Project.

BE IT RESOLVED by the Council of the City of Roanoke as follows:

- 1. City Council hereby supports an application to VDOT for \$500,000 to support the improvements to bicycle and pedestrian infrastructure in the vicinity of Fishburn Park Elementary and Virginia Western Community College on Colonial Avenue from Overland Road to Dogwood Lane. The City acknowledges that the required 20% local match is \$100,000, and that the funds are being provided by Virginia Western Community College, as more particularly described in the City Council Agenda Report dated November 2, 2015.
- 2. The City Manager is hereby authorized to submit an application to VDOT for the above Project to obtain the above funds from the MAP-21 FY 17 Transportation Alternatives Program funds, with such application being approved as to form by the City Attorney.
- 3. The City Manager is further authorized to take any such further actions and execute such further documents, approved as to form by the City Attorney, as may be necessary to submit the above application and to furnish such additional information as may be required for such application.

ATTEST:



CITY COUNCIL AGENDA REPORT

To: Honorable Mayor and Members of City Council

Meeting: November 2, 2015

Subject: Authorization to Enter Into a Contract with the Virginia

Department of Housing and Community Development to Accept Grant Funds Awarded Through the Industrial Revitalization

Fund

Background:

The City of Roanoke (City) is seeking authorization to enter into a contract with the Virginia Department of Housing and Community Development (DHCD) to accept grant funds totaling \$600,000 to be used in renovation of the Gill Memorial Building (Property) located at 709 South Jefferson Street (Official Tax Map No. 1020510). The funds, which are being provided to the City through DHCD's Industrial Revitalization Fund (IRF), will be used to renovate the Property for use as a Business Acceleration Center.

The City Council has authorized a five year lease agreement with the Virginia Western Community College Educational Foundation, Inc. (Foundation) to operate the Acceleration Center primarily to connect early stage companies to peers, mentors, and investors. The Acceleration Center is projected to create 15 new jobs over the span of that five year period. The Roanoke Blacksburg Innovation Network (RBIN) will assist the Foundation in its endeavors through fundraising efforts, selection of staff, and recommendation of specific programs that support entrepreneurs and companies housed within the Acceleration Center. In addition to operating the Acceleration Center, the Foundation will also serve as sub-landlord and property manager for the Property.

The Property is approximately 11,616 square feet and consists of three stories and a basement situated on a 0.1671 acre parcel. The Property is currently owned by Carilion Services, Inc. Carilion Services, Inc. and the City entered into an Option Agreement dated October 21, 2014, as amended (Option Agreement), pursuant to which Option Agreement, the City will acquire the Property. City Council adopted Ordinance No. 40086-102014 on October 20, 2014, authorizing the Option Agreement, the sale of 250 Reserve Avenue Property, and the acquisition of the Property.

The purchase price for the Property, as set forth in the Option Agreement, is \$860,000. The City will pay for the Property through proceeds it receives from Carilion from (i) the release of the City's rights in Crystal Spring tennis courts situated at 2012 Jefferson Street, S.E. Roanoke, Virginia, (Official Tax Map No.

4060502) for the amount of \$250,000; and (ii) the sale of property of the City situated at 250 Reserve Avenue, S.W., Roanoke, Virginia, (Official Tax Map No. 1040201) (250 Reserve Avenue Property) for the sum of \$610,000. Proceeds from the release of the tennis courts are currently in an escrow account held by the City Treasurer's Office.

The City must appropriate funds to the Parks and Recreation Department to replace the funds received from the release of the City's right to maintain the Crystal Spring tennis courts so that the City can replace the tennis courts in the River's Edge north area.

Considerations:

Among the salient points to consider in relation to this Contract are the following:

- IRF Grant funds are distributed by DHCD on a reimbursement basis, thereby requiring the appropriation of funds as outlined in the attached budget ordinance;
- IRF Grant recipients are required to provide a 1:1 local match from public or private sources. The City's purchase of the Gill Memorial Building for \$860,000, as part of an Option Agreement with Carilion Services, Inc., will exceed that minimum local match requirement;
- In exchange for accepting IRF Grant funds, the City agrees to a ten (10) year restrictive covenant in the amount of \$600,000 being placed on the Property from the date of the final disbursement of funds by DHCD to ensure the Property remains in operation as an Acceleration Center;
- The City intends to use the funds to renovate the building to be used as the Acceleration Center.

Recommended Action:

Approve the terms of the Contract between the City and the Virginia Department of Housing and Community Development.

Authorize the Director of Finance to establish a revenue estimate in the amount of \$600,000 and to appropriate the same amount to a designated project account.

Authorize the City Manager to execute a Contract between the City and the Virginia Department of Housing and Community Development substantially similar to the document attached to this report, and to execute such other documents and to take such further actions as may be necessary to administer, and enforce the Contract. Such Contract, and any other documents to be approved as to form by the City Attorney.

Adopt a budget ordinance to accomplish the following:

- Upon exercise of the option by the City Manager, transfer the proceeds from the release of the rights to maintain the tennis courts at Crystal Springs (\$250,000) from an escrow account of the City Treasurer into the Economic and Community Development Reserve;
- Upon receipt of proceeds, transfer the proceeds from the sale of the 250 Reserve Avenue Building to Carilion Services, Inc. (\$610,000) into the Economic and Community Development Reserve;
- Appropriate \$860,000 from the Economic and Community Development Reserve into project account #08-310-9455 established by the Director of Finance for the purchase of the Gill Memorial Building from Carilion Services, Inc.; and,
- Appropriate \$250,000 from the Economic and Community Development Reserve to a Parks and Recreation capital projects account #08-620-9581 for the construction of tennis courts in the Rivers Edge North area.

Christopher P. Morrill

City Manager

Distribution: Council Appointed Officers

R. Brian Townsend, Assistant City Manager for Community Development

Barbara A. Dameron, Director of Finance

Wayne Bowers, Director of Economic Development

CONTRACT: #15-IRF-03

AGREEMENT

This AGREEMENT, entered into as of this **2nd day of November 2015**, by and between the Virginia Department of Housing and Community Development hereinafter referred to as "DHCD" and the **City of Roanoke**, **Virginia**, hereinafter referred to as "GRANTEE."

WITNESSETH

WHEREAS, DHCD has been authorized by the Governor of the Commonwealth of Virginia to distribute and administer grants of the Industrial Revitalization Fund (IRF) according to 36-152 of the Code of Virginia, and

WHEREAS, the Gill Memorial Technology Accelerator project, as described in the Industrial Revitalization Fund (IRF) proposal submitted by GRANTEE, has qualified for funding on the basis of the IRF Program Design,

Now THEREFORE, the above mentioned parties hereto do mutually agree as follows:

- DHCD agrees to award the GRANTEE an Industrial Revitalization Fund grant in an amount of the total allowable, eligible costs in carrying out the activities included in the scope of the work herein described not to exceed \$600,000 (Six hundred thousand dollars).
- 2. DHCD agrees to provide the GRANTEE with technical assistance in setting up and carrying out the administration of its Gill Memorial Technology Accelerator project.
- 3. The GRANTEE will commence, carry out and complete the scope of work, beginning on **November 2, 2015**, as described in the GRANTEE's Industrial Revitalization Fund proposal, and any subsequent, approved, written amendments to the proposal, which are made a part of this AGREEMENT.

PROJECT TITLE: Gill Memorial Technology Accelerator Project

OUTCOME: Redevelopment of a downtown building into a regional

acceleration center that will provide services and programs

to early stage development companies.

BENEFITS: The project will result in the creation of 18 jobs (3 created

by the Center 15 new jobs created through businesses assisted at the Accelerator. Additionally the Accelerator

will provide assistance 5 businesses.

PRODUCTS: a. Property acquisition of the Gill Memorial Building;

- b. Rehabilitation & renovation of current building resulting in first and second floor leasable space; and
- c. Renovation of the third floor for an anchor tenant.
- 1. A total of \$860,000 in matching funds is committed to this project by the GRANTEE. Matching funds are required for the use of the Industrial Revitalization Fund. To be eligible, matching funds must be used to support eligible expenses as outlined in the program guidelines and GRANTEE's approved budget. The final disbursement will not be processed if GRANTEE's matching funds obligation has not been fulfilled.
- 2. The Project Management Team shall conduct regular construction progress meetings. The minutes and records of these meeting shall be kept in the project files.
- 3. GRANTEE agrees to provide quarterly progress reports to DHCD. The GRANTEE shall use the IRF Progress Report template in CAMS to submit the progress report. The Report shall include progress on the approved Industrial Revitalization Fund project and its economic impacts. News articles, press releases, pictures, and other documentation should be submitted along with the written report. DHCD may share copies of the report with other interested parties identified by the State. DHCD, at its discretion, may require additional reports. If reports are not submitted in a timely manner, DHCD reserves the right to withhold payment requests until such reports are submitted.
- 4. DHCD shall monitor the GRANTEE as least once during the period covered by this Grant Agreement. DHCD may schedule additional monitoring visits as considered necessary. At any time during the Grant period, DHCD may request and shall be provided copies of any documents pertaining to the use of Program funds.
- 5. GRANTEE agrees to recognize DHCD's support for its programs in all communications with the media and its marketing publications and in the posting of a project sign on site. The following statement is suggested: "This project was funded in part by the Virginia Department of Housing and Community Development (VDHCD), a state agency that works to support communities to create healthy, safe, and affordable places for Virginians to call home."
- 6. The aforementioned program shall be carried out, and grant payments made in strict conformance with the CONTRACT DOCUMENTS.
- 7. The GRANTEE will use the lesser of (1) the amount specified above, or (2) if, at total PROGRAM completion, there are cost under-runs or project savings, these costs shall revert to DHCD. In no case will leveraged funds be returned beyond

- that amount which would have changed the PROGRAM'S ability to be funded initially.
- 8. The GRANTEE will initiate the ACTIVITY(S) required by the CONTRACT DOCUMENTS **beginning November 2, 2015**, unless grant Special Conditions require additional action on specified ACTIVITY(S) before proceeding with that ACTIVITY(S). In such instances the GRANTEE will initiate action relative to removal of the Special Conditions beginning with the execution of this AGREEMENT.
- 9. The GRANTEE shall complete the work as described in the CONTRACT DOCUMENTS, on or before May 2, 2017. Final requests for the funds must be made no later than May 2, 2017. Funds not expended by May 2, 2017 are subject to re-appropriation. If the ACTIVITIES are not completed by that date all Grant funding and this AGREEMENT shall be terminated and the GRANTEE shall return all unexpended funds, unless an amendment to the CONTRACT DOCUMENT provides otherwise.
- 10. DHCD agrees to make payment to the GRANTEE upon receipt of a properly completed and signed invoice. Requests for Payment may be on a reimbursable basis upon received documentation of the required expenditure and source of matched fund, and made to allow approximately thirty (30) days to receive funds. Funds are to be immediately disbursed by the GRANTEE.
- 11. The term CONTRACT DOCUMENTS means the following documents which are a part of this AGREEMENT and are incorporated by reference herein as if set out in full:
 - A. AGREEMENT;
 - **B. SPECIAL CONDITIONS**;
 - C. GENERAL CONDITIONS:
 - D. AMENDMENTS:
 - E. INDUSTRIAL REVITALIZATION FUND (IRF) PROPOSAL;
 - F. APPROVED BUDGET; AND
 - G. INDUSTRIAL REVITALIZATION FUND (IRF) REPORT.

In witness whereof, the parties hereto have executed or caused to be executed by their duly authorized official this AGREEMENT in duplicate, each copy of which will be deemed an original.

COMMONWEALTH OF VIRGINIA	
DEPARTMENT OF HOUSING AND C	OMMUNITY DEVELOPMENT
BY:Lisa A. Atkinson, Deputy Director	DATE:
I do certify that Lisa A. Atkinson persona	ally appeared before me and made oath that she of Housing and Community Development and foregoing document.
My commission expires	
Given under my hand this da	y of,_2015.
Notary Public	Registration Number
CITY OF ROANOKE, VIRGINIA	
BY:Chris Morrill, City Manager	DATE:
City/County/Town ofCommonwealth of Virginia	,
	y appeared before me and made oath that he i irginia and that he is duly authorized to execut
My commission expires	·
Given under my hand this day	y of, 2015.
Notary Public	Registration Number

SPECIAL CONDITIONS

- 1. A total of \$860,000 in leverage funds is committed to this project by the GRANTEE. These funds shall be expended prior to or in proportion to IRF Grant funds within the budget, per activity.
- 2. Documentation on the expenditure of these funds shall be maintained by the GRANTEE and reported to DHCD with each required report and at project closeout.
- 3. Any professional services must be procured in accordance with the Virginia Procurement Act. The GRANTEE must submit any contracts obligating IRF funds for review prior to any contract being executed. The GRANTEE also must submit documentation to detail that procurement requirements have been met, prior to any execution of contracts.
- 4. Grant funds will be disbursed on a reimbursement basis only. Request for funds will be completed through the CAMS (Centralized Application and Management System). Along with the reimbursement request, the Grantee will also upload and include documentation and proof of reimbursable expenditures (such as invoices, cancelled checks, source documents, etc). The Grantee will also be required to provide an update on match expenditure with the reimbursement request.
- 5. The GRANTEE must submit the final disbursement request to DHCD no later than May 2, 2017 in order to guarantee payment.
- 6. To expedite receipt of payment, it is recommended that Grantees contact the Virginia Department of Accounts (DOA) to arrange for electronic transfer of IRF funds. The forms to establish electronic payment with DOA are available at www.doa.virginia.gov. At the home page, click on the Electronic Data Interchange (EDI) link button on the right. Scroll down to the *Trading Partner Agreement and Enrollment* form for Localities and Grantees. Print the form, fill it out and submit it. Instructions on filling out the form are on the third page of the document.
- 7. The GRANTEE must submit one of the following financial documents: Financial Statement**, Reviewed Financial Statement prepared by an independent Certified Public Accountant (CPA), Audited Financial Statement prepared by an independent CPA or an OMB A-133 Audit (Single Audit) prepared by an independent CPA. Please see the table below to determine which document your organization is required to submit.

The threshold requirements outlined below are the *minimal* standards required by DHCD. We strongly encourage all organizations receiving funds from DHCD to undertake the highest level of financial management review to ensure practices and procedures are fully examined and evaluated.

Threshold Requirement	Document
Total annual expenditures ≤\$100,000	Financial Statement prepared by
– regardless of source	organizations**
Total annual expenditure between	Reviewed Financial Statement prepared
\$100,001 and \$300,000 – regardless	by an Independent Certified Public
of source	Accountant (CPA)
Total annual expenditures	Audited Financial Statement prepared by
> \$300,000 – regardless of source	an Independent CPA
Federal expenditures ≥\$500,000	OMB A-133 Audit (Single Audit)
(increases to \$750,000 as of January	prepared by an Independent CPA
2015)	

^{**}Does not require preparation by a CPA

The full DHCD Audit Policy, including an explanation of the specific document requirements, can be found online at: http://www.dhcd.virginia.gov/images/DHCD/DHCD_Audit_Policy.pdf.

- 8. GRANTEE will provide a close out report by **May 2, 2017**, reflecting achievements with meeting performance goals as indicated in the approved grant proposal.
- DHCD reserves the right to request and receive additional documentation pertaining to non-professional service or other contracts obligating IRF funds prior to approving drawdown requests.
- 10. DHCD reserves the right to end funding at any point should the project prove nonviable. This includes, but may not be limited to, lack of progress in conformance with the approved project proposal.
- 11. The City of Roanoke must secure the IRF investment, through the execution of a deed covenant or other restrictive language on the Gill Memorial Technology Accelerator property for a period of 10 years from the date of this grant closeout to insure that the Accelerator facility will remain in use as this intended funded purposed. In the event that ownership transfer or change in the use of the property is proposed, at any time prior to ten years, the City must notify DHCD immediately. DHCD may require prorated repayment of the grant under these circumstances. These legal documentation must be submitted to DHCD before any IRF funds are released will be released to the City.
- 12. The following items must be performed in CAMS:

- a. The original executed Grant Agreement must be mailed to DHCD. A fully executed copy must also be uploaded into "Projects and Reports" in CAMS.
- b. All products required by this contract must be uploaded into "Projects and Reports" in CAMS.
- c. All remittance requests must be submitted through "Remittance" in CAMS.
- d. Complete and upload all quarterly progress reports in a timely manner.
- e. If products are submitted at the same time as a remittance request, the explanation text box at the bottom of the Remittances screen must note this fact.
- f. Entities shall file the required financial document (see Section 7) in the Centralized Application and Management System (CAMS) within nine (9) months after the end of their fiscal year or 30 (thirty) days after it has been accepted (Reviewed Financial Statement, Audited Financial Statement, and OMB A-133 Audit only) -whichever comes first.

GENERAL CONDITIONS

- 1. DEFINITIONS Whenever used in the Contract Documents the following terms when written in all capital letters shall have the meanings indicated and shall be applicable to both the singular and plural thereof:
 - A. ACTIVITY A PROGRAM activity which constitutes a specific portion of the PROGRAM, and as such is covered by its own budget account.
 - B. AMENDMENT A formal addition or modification to the Contract Documents which has been approved in writing by both parties, and which affects the scope, objectives or completion date of the PROJECT, or which affects the manner in which the PROJECT is to be carried out.
 - C. APPLICANT The entity which made the proposal for Industrial Revitalization Fund (IRF) Program funding and accepted responsibility for assuring compliance and performance of all conditions.
 - D. ASSURANCES The ASSURANCES which are attached to this document.
 - E. INDUSTRIAL REVITALIZATION FUND -The funds, the PROJECT and PRODUCTS to be funded, and all conditions, laws and regulations affecting administration of funds currently in effect or as subsequently amended, and provided by DHCD to the GRANTEE.
 - F. CONTRACT DOCUMENTS The legal agreement between DHCD and the GRANTEE including the AGREEMENT and all documents referenced in paragraph 9 thereof.
 - G. GRANTEE The entity which is the recipient of Industrial Revitalization Funds and as such must comply with CONTRACT DOCUMENTS.
 - H. PROGRAM The physical activities undertaken to meet the overall stated objective for which the Industrial Revitalization Fund (IRF) Program funding is utilized.
 - I. WORK All labor, equipment and materials necessary to produce the construction of the Project as required by the CONTRACT DOCUMENTS.
 - J. WRITTEN NOTICE Any notice from one party to the AGREEMENT to the other signed by an authorized official which transmits binding statements of fact or condition and is delivered to the appropriate authorized official either in person or through the United States mail.
- 2. ADMINISTRATIVE PROCEDURES The GRANTEE shall perform all contracted WORK and administer all grant funds and activities in conformance

with the general terms and special conditions set forth where required in THE PROGRAM DESIGN, and any WRITTEN NOTICES from DHCD.

3. ACCOUNTING RECORDS - The GRANTEE shall establish and maintain separate accounts within its existing accounting system for these funds. The GRANTEE shall record in its accounting system all Grant payments received by it pursuant to this Grant and all other funds provided for, accruing to, or otherwise received on account of the Grant.

All costs, including paid services contributed by the GRANTEE or others, charged to the Grant shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the Grant shall be clearly identified, readily accessible, and separate and distinct from all other such documents. Such documents shall reside at the offices of the GRANTEE locality.

- 4. COSTS INCURRED PRIOR TO GRANT AGREEMENT EXECUTION No costs incurred prior to July 1, 2013 shall be eligible for reimbursement with GRANT funds.
- 5. PROGRAM BUDGET The GRANTEE shall carry out activities and incur costs only in conformance with the latest approved budget for the Grant and subject to the provisions of these CONTRACT DOCUMENTS. The budget may be revised, but no such budget or revision shall be effective unless and until the Department shall have approved the same in writing.
- 6. RECORDS The GRANTEE shall maintain such all records related to this Grant. Records shall be readily accessible to DHCD, appropriate State agencies, and the general public during the course of the project and shall remain intact and accessible for three years from final closeout. Except if any litigation claim or audit is started before the expiration of the three year period the records shall be retained until such action is resolved. Notwithstanding, records of any nonexpendable property must be retained for a three year period following final disposition.
- 7. REPORTS The GRANTEE shall furnish, regularly and in such form as DHCD may require, reports concerning the status of project activities and grant funds. Such reports shall be submitted in the form and manner as prescribed herein and in WRITTEN NOTICES from DHCD.

All reports shall be completed in full and submitted at the time prescribed by DHCD. Reports shall contain accurate information and shall detail any problems, delays or adverse conditions experienced.

- 8. QUALITY CONTROL The GRANTEE accepts the responsibility to assure that all grant funded PRODUCTS shall be implemented with the highest possible degree of competence, workmanship, quality and cost effectiveness.
- 9. COMMUNICATIONS WRITTEN NOTICES shall constitute the only means of binding statements of fact or condition between the parties of this agreement. All required reports and requests to be issued by the GRANTEE must be made by way of a WRITTEN NOTICE unless other means are specified in the CONTRACT DOCUMENTS. Please note that project-specific technical assistance provided via email does NOT have the weight of official WRITTEN NOTICE. Rather, it is comparable to oral technical assistance discussions. All directives, findings and other formal issuance by DHCD must be transmitted through a WRITTEN NOTICE unless otherwise specified in the CONTRACT DOCUMENTS.

WRITTEN NOTICES shall be signed by and addressed to the appropriate authorized official and shall be considered transmitted when delivered in person or through the United States mail.

The GRANTEE shall act upon and respond to WRITTEN NOTICES promptly as directed.

- 10. METHOD AND TIMING OF PAYMENT The GRANTEE shall utilize Request for Payment procedures as specified by DHCD. The GRANTEE shall request funds only for those amounts which have been obligated, encumbered, or expended through other accounts and which can be expended upon receipt or soon thereafter. To this end, the GRANTEE shall develop a financial management system which provides for timely expenditure of requested GRANT funds.
- 11. DRAWDOWN AND PAYMENT OF GRANT FUNDS Drawdowns and expenditures of IRF funds must be made subsequent to or in proportion to other funds within the budget per activity.
- 12. BUDGET REVISIONS/AMENDMENTS The GRANTEE shall not obligate, encumber, spend or otherwise utilize Industrial Revitalization Fund (IRF) program funds for any activity or purpose not included or not in conformance with the budget as apportioned and as submitted to DHCD unless the GRANTEE has received explicit approval by WRITTEN NOTICE from DHCD to undertake such actions.
- 13. TERMINATION, SUSPENSION, CONDITIONS
 - a. FOR CAUSE If through any case, the GRANTEE or DHCD fails to comply with the terms, conditions or requirements of the CONTRACT DOCUMENTS the other party may terminate or suspend this AGREEMENT by giving WRITTEN NOTICE of the same and specifying

the effective date of termination or suspension at least five (5) days prior to such action.

If, after the effective date of any suspension of this AGREEMENT, it is mutually agreeable to DHCD and the GRANTEE upon remedy of any contract violation by the GRANTEE or DHCD, the suspension may be lifted and the AGREEMENT shall be in full force and effect at a specified date after the parties have exchanged WRITTEN NOTICES stating a mutual understanding that the cause for suspension has been identified, agreed to and remedied.

In the case of contract violations by the GRANTEE, DHCD may impose conditions other than termination or suspension which are appropriate to ensure proper grant and project administration and adherence to the terms of the CONTRACT DOCUMENTS. Such conditions must be imposed through WRITTEN NOTICE.

b. FOR CONVENIENCE - DHCD may terminate this AGREEMENT, FOR CONVENIENCE, in the event that DHCD is no longer authorized as an agency to administer the Industrial Revitalization Fund or if the funds allocated are no longer available.

The GRANTEE may terminate this AGREEMENT for convenience at any time provided that all of the following conditions are met:

- i. The GRANTEE gives DHCD ten (10) days WRITTEN NOTICE; and
- ii. The PRODUCTS which have been initiated either have been completed and may be utilized in their stage of completion in a manner consistent with the objectives in the GRANTEE'S PROJECT Proposal, or will be completed by the GRANTEE through its own or other resources; and
- iii. The GRANTEE had honored or will honor all contractual obligations to third parties affected by the Industrial Revitalization Fund (IRF); and
- iv. DHCD agrees to the termination.

A GRANTEE'S valid termination for convenience in accordance with these CONTRACT DOCUMENTS shall not affect nor prejudice the GRANTEE'S future relationship with DHCD nor its future consideration as an Industrial Revitalization Fund (IRF) recipient.

14. SUBSEQUENT CONTRACTS - The GRANTEE shall remain fully obligated under the provisions of the CONTRACT DOCUMENTS notwithstanding its designation of any subsequent or third parties for the undertaking of all or part of the ACTIVITIES for which the Grant assistance is being provided to the GRANTEE.

Any GRANTEE or CONTRACTOR or SUBCONTRACTOR which is not the APPLICANT shall comply with all the lawful requirements of the APPLICANT necessary to ensure that the PROGRAM for which this assistance is being provided under this AGREEMENT is carried out in accordance with the APPLICANT'S Assurances and Certifications.

- 15. POLITICAL ACTIVITY PROHIBTED None of the funds, materials, property or services contributed by the DHCD or the GRANTEE, under this AGREEMENT, shall be used in the performance of this AGREEMENT for any partisan political activity, or to further the election or defeat of any candidate for public office.
- 16. INTEREST OF MEMBER OF AGENCY AND OTHERS No officer, member, or employee of the GRANTEE and no member of its governing body, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this PROGRAM shall participate in any decision relating to this AGREEMENT which affects his personal interest or have any personal or pecuniary interest, direct or indirect, in this AGREEMENT or the proceeds thereof.
- 17. OFFICIALS NOT TO BENEFIT No member of or delegate to the Congress of the United States of America and no Resident Commissioner shall be admitted to any share or part hereof or to any benefit to arise there from.
- 18. CERTIFICATIONS The GRANTEE certifies that it will comply with the following:
 - A. Freedom of Information Act;
 - B. Virginia Conflict of Interest Act;
 - C. Virginia Fair Employment Contracting Act;
 - D. Virginia Public Procurement Act; and
 - E. Americans with Disabilities Act (ADA).
- 19. GRANTEE will comply with:

Title VI of the Civil Rights Act of 1964 (Pub. L 88-352), and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to

discrimination under any program or activity for which the grantee receives Federal or State financial assistance and will immediately take any measure necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal or State financial assistance extended to the grantee, this assurance shall obligate the grantee, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal or State financial assistance is extended or for another purpose of involving the provision of similar services to benefits.



IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION accepting a grant to the City of Roanoke from the Commonwealth of Virginia Industrial Revitalization Fund; authorizing the City Manager to execute any documents necessary to receive such grant, including a contract with the Virginia Department of Housing and Community Development (DHCD); and authorizing the City Manager to take such further actions and execute such other documents as may be necessary to obtain, accept, implement, administer, and use such grant funds.

WHEREAS, pursuant to Ordinance No. 40086-102014, adopted October 20, 2014, the City and Carilion Services, Inc. ("Carilion") entered into an Option Agreement dated October 21, 2014 (the "Option Agreement") in which the City acquired the option to purchase 709 South Jefferson Street, S.W., Roanoke, Virginia, known as the former Gill Memorial Hospital Building ("Gill Memorial Property"), designated as Official Tax Map No. 1020510, which is currently owned by Carilion, and further described and defined in the Option Agreement, for the sum of \$860,000;

WHEREAS, pursuant to the terms of the Option Agreement, the parties acknowledge that the City intended to apply for a grant in the amount of \$600,000 from the Commonwealth of Virginia Industrial Revitalization Fund (the "Grant") for the sole purpose of rehabilitating the Gill Memorial Property;

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WHEREAS, pursuant to Resolution No. 40087-102014, adopted October 20, 2014, the City applied for the Grant, on March 9, 2015, Governor McAuliffe announced that the City had been awarded the Grant, and the City received official notification of the Grant in a letter dated March 17, 2015;

WHEREAS, under the provisions of the Grant and prior to receiving the Grant, the City must negotiate a lease agreement for the Gill Memorial Property for the creation, establishment, and promotion of an innovation and acceleration center (Services Agreement and Lease); and

WHEREAS, the City, pursuant to Ordinance No. 40086-102014, adopted October 20, 2014, expects to exercise its option to purchase the Gill Memorial Property, acquire the Gill Memorial Property, and, based upon the Ordinance No. 40374-101915 adopted by City Council following a public hearing on October 19, 2015, enter into and execute the proposed Services Agreement and Lease with the Virginia Western Community College Educational Foundation, Inc., concurrently.

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke as follows:

- 1. The City of Roanoke hereby accepts the grant offered by the Commonwealth of Virginia Industrial Revitalization Fund in the amount of \$600,000, which requires matching City funds, as more particularly described in the City Council Agenda Report dated November 2, 2015.
- 2. City Council hereby authorizes the City Manager to execute any documents necessary to receive such grant, including the contract with the Virginia Department of Housing and Community Development (DHCD), which is attached to the above mentioned Agenda Report, with all such documents to be approved as to form by the City Attorney.

3. The City Manager is authorized to take such further actions and execute such further documents as may be necessary to obtain, accept, implement, administer, and use such grant funds, as allowed by the terms and conditions of the grant, with any such documents being approved as to form by the City Attorney.

ATTEST:

City Clerk



IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to appropriate funding from the Department of Housing and Community Development (DHCD) and the Economic and Community Development Reserve to the Gill Memorial Building Renovation and Rivers Edge Tennis Courts projects, amending and reordaining certain sections of the 2015-2016 Capital Projects Fund Appropriations, and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that the following sections of the 2015-2016 Capital Projects Fund Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

Appropriations		
Appropriated from General Revenue	08-310-9455-9003	\$ 860,000
Appropriated from State Grant Funds	08-310-9455-9007	600,000
Appropriated from General Revenue	08-620-9581-9003	250,000
Revenues		
DHCD IRF - Gill Memorial Building Reno	08-310-9455-9455	600,000
Fund Balance		
Economic and Community Development	08-3365	(1,110,000)
Reserve - Unappropriated		•

Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



CITY OF ROANOKE DEPARTMENT OF FINANCE

215 Church Avenue, SW, Suite 461 Roanoke, Virginia 24011-1220 Telephone: (540) 853-2821 Fax: (540) 853-6142

BARBARA A. DAMERON Director of Finance ANDREA F. TRENT Assistant Director of Finance

November 16, 2015

Dear Mayor Bowers and Members of City Council:

Subject: FY15 Financial Report (Unaudited) - City of Roanoke

June FY15 Financial Report (Unaudited) - Roanoke City Public Schools

The following financial report provides commentary on the financial results of the City and Roanoke City Public Schools for the year end June 30, 2015.

FY15 Performance Summary

Fiscal year 2015 was once again very positive for the City of Roanoke in terms of local tax performance and expenditure control. It was the fifth consecutive year of growth in local taxes, an important source of funding for both the City and Roanoke City Public Schools. Major taxes such as Sales, Personal Property and Food and Beverage taxes all posted strong growth.

Total FY15 revenues increased 1.9% or \$5.0 million from FY2014, and was an increase of 1.7% or \$4.4 million from the FY15 adopted revenue estimate. Revenue details were presented in the accompanying financial statements.

The expenditures in FY15 increased 2.1% from the prior year. The City met its overall expenditure budget for FY15 by carefully managing the budget to ensure obligations were met. Expenditure variances are described in further detail in the expenditure section of this report.

Revenues:

Commentary on the significant categories of revenues and/or significant revenue variances is provided as follows:

General Property and Other Local Taxes increased 2.2% or \$3.9 million from FY14 actual. Compared with FY15 adopted budget, this was an increase of 2.0% or \$3.6 million. The increase was primarily due to solid growth in Sales, Personal Property and Food and Beverage taxes. Real Estate tax showed a slight increase of 0.4% over the prior year, mainly related to new construction. Current Business License and Transient Occupancy taxes also performed well and grew more than 5.0% compared to the prior year.

Intergovernmental revenues increased 2.2% or \$1.5 million compared to FY14. Contributing to the increase were increased reimbursements from the Commonwealth for Street Maintenance. The increase was partially offset by the reinstatement of Local Aid to the Commonwealth and lower reimbursements related to The Comprehensive Services Act (now Children's Services Act) timing of payments.

Expenditures:

The fiscal year 2015 adopted General Fund expenditure budget totaled \$260.1 million and was increased to include funding of approximately \$1.9 million to cover contracts and purchase orders made during fiscal year 2015 but not paid by the end of that year. Compared to the prior year, expenditures increased 2.1% or \$5.3 million. Most categories of expenditures increased from FY14 but all fell within final budgeted amounts. Comments on select expenditure categories are as follows:

<u>Public Safety</u> increased \$1.6 million or 2.6% compared to FY14 due to a combination of higher pension contributions and other payroll related costs. The pension contribution increased City-wide but due to the number of public safety employees was more prevalent in a year over year comparison.

<u>Public Works</u> decreased \$851,000 or 3.3% primarily due to positions reassigned to the Stormwater division which began active operations in FY15.

<u>Transfers to School Board</u> increased 2.2% or \$1.6 million from FY14 to FY15, a result of the strong performance of local taxes in the current year.

Non-departmental increased \$3.1 million or 48.2% mainly because of the transfer to the Stormwater Utility Fund in FY15 to support their operations. This transfer will be reduced in FY16 and again in FY17 as Stormwater operations becomes fully funded by the fee.

Stormwater Utility Fund

FY15 is the first year of operations for the Stormwater Utility Fund. Stormwater fee revenue year-to-date was \$2.0 million, or 106.3% of FY15 anticipated revenues. Operating expense was \$1.7 million, or 71.4% of the expense budget resulting in an operating loss of \$151,000. Net position after transfers and contributions was approximately \$935,000.

Civic Facilities Fund

The FY15 year-to-date operating loss for the Civic Center was \$1.7 million, a decline of \$113,000 or 7.1% compared to the prior year. Operating revenues remained relatively unchanged overall but were impacted by an increase of revenue from naming rights and a decrease of facility rental and event income. Operating expenses increased by \$111,000 or 1.3%. Net position increased \$6,000 in FY15, compared to a decrease of \$116,000 in FY14, a year over year increase of \$122,000.

Global Spectrum managed the Civic facilities during FY15 and completed the fiscal year with a loss of \$166,000 greater than the FY15 budget.

Parking Fund

FY15 operating revenues decreased \$58,000 or 1.7% compared to FY14. Garage and Lot revenues decreased \$7,000 or 0.2% with the revenue generated by the on-street parking and special projects programs decreasing \$51,000. Results for parking facilities were mixed and were positively impacted by increased residential and commercial parking. Results in the prior year included one-time revenue of \$90,000 received in exchange for easement rights, which affected comparability of facility revenues.

Operating expenses were down \$139,000 or 4.8% compared to FY14 primarily related to decreased special projects costs.

City of Roanoke Pension Plan

The Pension Trust Fund experienced an investment return of 3.8% for the fiscal year ended June 30, 2015, which reflects gains in in domestic equity, fixed income, convertible fixed income, and real estate, offset by losses in the international equity and alternatives portfolio allocations. For the twelve month period ended June 30, 2015, Plan Net Assets decreased by \$3.2 million. This was a result of \$15.5 million in employer and employee contributions and \$14.3 million in net investment income reduced by \$33.0 million in benefit payments and Plan administrative expenses. Benefits paid to participants increased 2.6% due to higher retirement allowances having been earned by more recent retirees. Funded ratio increased from 67.8% in FY14 to 70.4% at the end of June 30, 2015.

Roanoke City Public Schools

This report includes the unaudited results of Roanoke City Public Schools (RCPS) through June FY15. The School Fund amounts as presented in this report correspond with amounts reported to the School Board on August 11, 2015. For the year, School General Fund operating revenues increased 7.3% or \$11.0 million compared to FY14 primarily related to an increase in basic aid, special education funding and teacher retirement funding from the state. The School Fund expenditures increased 6.5% or \$10.2 million compared to FY14 primarily related to increased salary and benefit costs.

Closing

In closing, the U.S. economy has continued to grow at a moderate pace. Real gross domestic product (GDP) increased 3.9 percent in the second quarter of 2015 due to strong domestic demand. A stable labor market, cheaper gasoline and relatively higher house prices are boosting household wealth, helping to support consumer spending.

The City's general and local tax revenues increased 2.2% in FY15 compared to the prior year, indicating a growing local economy. Weak economic conditions abroad, incomplete fixes to the financial system and sluggish inflation remain challenges for U.S. economy.

Please contact me with any questions you have on these financial statements.

Sincerely,

Barbara A. Dameron Director of Finance

Attachments

C: Christopher P. Morrill, City Manager
Daniel J. Callaghan, City Attorney
Drew Harmon, Municipal Auditor
Stephanie M. Moon-Reynolds, City Clerk
Sherman M. Stovall, Assistant City Manager
R. Brian Townsend, Assistant City Manager
Amelia C. Merchant, Director of Management and Budget
Deborah J. Moses, Parking Facilities Manager
Robyn L. Schon, General Manager, Global Spectrum
Rita D. Bishop, Superintendent, Roanoke City Public Schools
P. Steve Barnett, Assistant Superintendent of Operations, Roanoke City Public Schools

City of Roanoke, Virginia Report of City Manager Transfers Twelve Months Ended June 30, 2015 (Unaudited)

Transfer <u>Number</u>	<u>Date</u>	<u>Explanation</u>	<u>From</u>	<u>To</u>	Amount
CMT14-00167	08/28/14	Parks & Recreation Youth Services Initiative	Contingency	Parks & Recreation - Admin	\$ 25,000
CMT14-00170	09/11/14	Transfer of Donated Funds for Use	Contingency	Police - Services; Police - Animal Control	13,899
CMT14-00171	09/12/14	Deer Culling	Contingency	Police - Animal Control	16,560
CMT14-00172	09/16/14	Courthouse Maintenance and Repairs; Asbestos Removal at the Jail	Capital Fund Contingency	Building Maintenance; Jail Asbestos Removal	19,230
CMT14-00196	10/23/14	Judge's Chambers Carpet Replacement; Jail Asbestos Removal	Capital Fund Contingency	Building Maintenance; Jail Asbestos Removal	26,000
CMT14-00203	10/30/14	Transfer Funding to Close Out Completed Capital Projects	Capital Project Contingency	Market Rate Purchase Rehab; Orvis Awning and Frame Repair; Market Building Reno; Market Garage Hotel Development	51,745
CMT14-00231	11/10/14	Records Management PC & Hardware Replacement	Contingency	Clerk of Circuit Court	25,000
CMT14-00248	11/11/14	Wireless Network Infrastructure at the Courthouse	Capital Project Contingency	Courthouse Wireless Network Infrastructure	
CMT14-00259	11/18/14	Legal Representation for Belk Reassessment Case; Human Resources Director Professional Search	Contingency	City Attorney; Human Resources	52,900
CMT14-00260	11/18/15	Phone Security System and Gate Operations for PWSC	Capital Project Contingency	PWSC Security Enhancements	24,000
CMT14-00262	11/25/14	Purchase of Code Books	Contingency	Building Inspections	14,000
CMT14-00263	12/02/14	Fencing for Highland Dog Park	Special Park Projects	Highland Park Improvements	10,000
CMT15-00017	01/29/15	Sheryl Crow Concert Expenses; Voltage Training for PW Staff; 202 Market Awning Replacement	Contingency	Parks & Recreation; Public Works	52,201
CMT15-00023	02/25/15	Snow Equipment	Contingency	Transportation - Snow Removal	33,000
CMT15-00035	03/31/15	Freezer Replacement at Jail	Capital Projects Contingency	Building Maintenance	30,250

City of Roanoke, Virginia Report of City Manager Transfers Twelve Months Ended June 30, 2015 (Unaudited)

Transfer <u>Number</u>	<u>Date</u>	Explanation	<u>From</u>	<u>To</u>	<u>Amount</u>
CMT15-00044	04/08/15	Plumbing Fixtures at the Courthouse	Capital Projects Contingency	Building Maintenance	20,000
CMT15-00045	04/13/15	Firefly Electric Vehicles	Parking Fund Contingency	Fleet Management - Nonoperating	79,900
CMT15-00048	04/21/15	ImageTrend Licenses; Valley View Interchange Study	Contingency	Fire - Operations; Transportation - Traffic	33,000
CMT15-00059	06/02/15	Traffic Signal Loops and Damaged Railing	Contingency	Transportation - Traffic Engineering	20,000
CMT15-00063	06/05/15	Auto Liability Claim Settlement; Parks & Recreation Utilities, DRI Concert Series Sponsorship, and Fireworks	Contingency	Parks; Parks & Recreation Admin	87,000
CMT15-00069	06/12/15	Return Grant Match Funds to Contingency	Capital Projects Contingency	Local Match Funding for Grants	65,904
CMT15-00077	06/24/15	Case Management System	Commonwealth Attorney Case Management	Commonwealth's Attorney	11,787
CMT15-00085	07/08/15	Transfer Funds to the Façade Grant Project	Enterprise Zone 2 Parking Log	Façade & Parking Lot Grant Zone 2	50,000
CMT15-00085	07/13/15	Scanning Project	Contingency	Clerk of Circuit Court	13,546
CMT15-00102	07/21/15	Xerox Lease Expense	Director of Public Works; Transportation - Street Maintenance; Solid Waste Management	Principal Retirement; Interest Expense	13,913
CMT15-00107	07/21/15	Xerox Lease Expense	Law Library; Libraries	Principal Retirement; Interest Expense	14,672
CMT15-00108	07/21/15	Xerox Lease Expense	Police - Services	Principal Retirement; Interest Expense	14,672
CMT15-00110	07/22/15	Xerox Lease Expense	Jail	Principal Retirement; Interest Expense	21,528
CMT15-00111	07/22/15	Xerox Lease Expense	Building Inspections; Planning, Building & Development; Neighborhood Services	Principal Retirement; Interest Expense	13,712
CMT15-00114	07/22/15	Xerox Lease Expense	Social Services	Principal Retirement; Interest Expense	28,632
CMT15-00123	08/18/15	HUD Home Program	Contingency	HUD Home Program FY15	68,530
CMT15-00131	09/13/15	Year-End Transfer for Constitutional, Council Appointed Offices and Memberships/Affiliations	Contingency	City Treasurer; Juvenile & Domestic Relations Court Services; Circuit Court; City Attorney; Commonwealth's Attorney; City Clerk; Director of Finance; Memberships & Affiliations	285,100

City of Roanoke, Virginia Report of City Manager Transfers Twelve Months Ended June 30, 2015 (Unaudited)

Transfer Number	<u>Date</u>	Explanation	<u>From</u>	<u>To</u>	Amount
CMT15-00132	09/13/15	Year-End Transfer for Operations Cluster	Contingency	Human Resources; Employee Health Services; Dept of Management & Budget; Fire - Operations; Transportation - Street Lighting	881,800
CMT15-00133	09/13/15	Year-End Transfer for Development Cluster	Contingency	Police - Investigation; Police - Patrol; Police - Animal	112,800
CMT15-00139	09/22/15	Transfer Fund Balance to Capital Project Contingency	Social Services; Comprehensive Services Act	Capital Project Contingency	1,465,000
CMT15-00140	09/22/15	Transfer Fund Balance for Grant Matching Funds	Comprehensive Services Act; Contingency	Local Match Funding for Grants	77,700
CMT15-00141	09/22/15	Signal Controller Replacement	Contingency	Traffic Signal Systems	100,000
CMT15-00141	09/22/15	Fleet Capital	Contingency	FY15 Vehicular Purchases	200,000
CMT15-00143	09/22/15	Arts Endowment	Contingency	Arts Endowment	125,000
CMT15-00143	09/22/15	5th Street Streetscapes	E911 Center	5th & Church Streetscape/ Sidewalk	90,000
CMT15-00145	09/22/15	5th Street Streetscapes	Libraries	5th & Church Streetscape/ Sidewalk	46,163
CMT15-00146	09/22/15	Sealed Trash Compactor	Libraries; Transfers to Other Funds	Sealed Trash Compactor - Zone V	160,000
CMT15-00147	09/22/15	Broadband	Transfers to Other Funds	Broadband Infrastructure Citywide	137,276

Notes

Under City Code section 2-121, the City Manager has authority to make transfers up to \$75,000 between departments from July through March and in any amount from April to June. The City Manager has the authority to make unlimited transfers within departments. The scope of this report is limited to interdepartment transfers that are \$10,000 or greater.

City of Roanoke, Virginia Report of City Manager Contingency Twelve Months Ended June 30, 2015 (Unaudited)

Transfer <u>Number</u>	<u>Date</u>	Explanation	<u>To</u>	Amount
Balance of Continge	ency at July	, 2014		\$ 1,297,566
Contingency Transf	ers:			
CMT14-00171	09/12/14	Deer Culling	Police - Animal Control	(16,560)
CMT14-00185	10/01/14	Office of Communications Marketing Efforts in FY15	Office of Communications	(38,604)
CMT14-00201	10/29/14	Test Borings at Williamson and Tazewell Avenue; Reimbursement to 202 Market for Outdoor Dining Awnings	Engineering; Director of Public Works	(6,000)
CMT14-00259	11/18/14	Legal Representation for Belk Reassessment Case; Human Resources Director Professional Search	City Attorney; Human Resources	(52,900)
CMT14-00278	12/24/14	Survey Expenses	City Manager	(4,500)
CMT15-00017	01/29/15	Voltage Training for PW Staff, 202 Market Awning Replacement, Sheryl Crow Concert Expenses	Director of Public Works, Parks & Recreation	(52,201)
CMT15-00023		Snow Equipment Purchases	Transportation - Snow Removal	(33,000)
CMT15-00048	04/21/15	GRTC Shuttle, DRI, Lee Hartman, and Advertising Ordinance; ImageTrend Licenses; Valley View Interchange Study; Telephone Replacement in Fire Station #7	City Manager; Fire - Operations; Transportation - Traffic Engineering; Information Technology	(36,800)
CMT15-00059	06/02/15	Traffic Signal Loops and Damaged Railing	Transportation - Traffic Engineering	(20,000)
CMT15-00063	06/05/15	Auto Liability Claim Settlement; Parks & Recreation Utilities, DRI Concert Series Sponsorship, and Fireworks	Parks; Parks & Recreation Admin	(87,000)
BO 40271	06/15/15	Appropriate Additional FY15 Revenues	Contingency	1,796,950
CMT15-00079	06/01/59	Electronic Agora Town Hall	City Manager	(2,700)
CMT15-00123	08/18/15	HOME HUD Program	HUD Home Program FY15	(68,350)
CMT15-00123-3	08/19/15	HOME HUD Program	HUD Home Program FY15	(180)
EB150908000066	09/08/15	Personal Services Expenditures (Lapse)	Various	(1,143,532)
CMT15-00131	09/13/15	Year-End Transfer for Constitutional, Council Appointed Offices and Memberships/Affiliations	City Treasurer; Juvenile & Domestic Relations Court Services; Circuit Court; City Attorney; Commonwealth's Attorney; City Clerk; Director of Finance; Memberships & Affiliations	(285,100)

City of Roanoke, Virginia Report of City Manager Contingency Twelve Months Ended June 30, 2015 (Unaudited)

Transfer <u>Number</u>	<u>Date</u>	<u>Explanation</u>	From / To	<u>Amount</u>
Contingency Transf	fers continue	<u>d:</u>		
CMT15-00132	09/13/15	Year-End Transfer for Operations Cluster	Human Resources; Employee Health Services; Dept of Management & Budget; Fire - Operations; Transportation - Street Lighting	(881,800)
CMT15-00133	09/13/15	Year-End Transfer for Development Cluster	Police - Investigation; Police - Patrol; Police - Animal Control	(112,800)
CMT15-00140	09/22/15	Transfer Fund Balance for Grant Matching Funds	Local Match Funding for Grants	(72,300)
CMT15-00141	09/22/15	Signal Controller Replacement	Traffic Signal Systems	(100,000)
CMT15-00141	09/22/15	Fleet Capital	FY15 Vehicular Purchases	(200,000)
CMT15-00143	09/22/15	Arts Endowment	Arts Endowment	(28,500)
CMT15-00148	09/24/15	Reclassify Transfer to Contingency Amounts	Contingency	147,911
Available Contingen	icy at June 30	J, 2015		\$ (400)

CITY OF ROANOKE, VIRGINIA GENERAL FUND FOR THE TWELVE MONTHS ENDED JUNE 30, 2015 (Period 14)

STATEMENT OF REVENUE (UNAUDITED)

	Current Revenue	Revenue Budget	Actual July 1 - June 30	Actual July 1 - June 30	FY15 vs FY14	Percent of Budget
Revenue Source	Budget	Variance	2014 - 2015	2013 - 2014	Variance	Received
General Property Taxes	\$ 107,625,000	\$ 59,531	\$ 107,684,531	\$ 106,192,008	1.4%	100.1%
Other Local Taxes	75,719,000	106,820	75,825,820	73,384,932	3.3%	100.1%
Permits, Fees and Licenses	1,194,097	(53,492)	1,140,605	1,092,534	4.4%	95.5%
Fines and Forfeitures	1,276,000	(87,897)	1,188,103	1,209,575	(1.8%)	93.1%
Revenue from Use of Money and Prope	185,000	47,986	232,986	211,268	10.3%	125.9%
Intergovernmental	67,476,487	(522,691)	66,953,796	65,498,375	2.2%	99.2%
Charges for Services	8,275,000	(184,013)	8,090,987	8,238,218	(1.8%)	97.8%
Internal Services	2,285,000	436,029	2,721,029	2,828,063	(3.8%)	119.1%
Transfers From Other Funds	104,439	-	104,439	266,126	(60.8%)	100.0%
Miscellaneous Revenue	654,000	(41,908)	612,092	613,059	(0.2%)	93.6%
Total	\$ 264,794,023	\$ (239,635)	\$ 264,554,388	\$ 259,534,158	1.9%	99.9%

STATEMENT OF EXPENDITURES AND ENCUMBRANCES (UNAUDITED)

Expenditures	Current Expenditure Budget	Uncommitted Balance	Actual July 1 - June 30 2014 - 2015	Actual July 1 - June 30 2013 - 2014	FY15 vs FY14 Variance	Percent of Budget Obligated
General Government	\$ 14,695,605	\$ 39,635	\$ 14,655,970	\$ 14,566,758	0.6%	99.7%
Judicial Administration	8,350,194	16,910	8,333,284	8,250,037	1.0%	99.8%
Public Safety	65,942,419	114,522	65,827,897	64,179,982	2.6%	99.8%
Public Works	25,056,079	45,585	25,010,494	25,861,843	(3.3%)	99.8%
Health and Welfare	36,617,132	216,152	36,400,980	36,092,283	0.9%	99.4%
Parks, Recreation and Cultural	10,214,304	45,696	10,168,608	9,740,016	4.4%	99.6%
Community Development	7,625,084	72,703	7,552,381	7,358,300	2.6%	99.0%
Transfer to Debt Service Fund	11,971,691	(161,884)	12,133,575	13,457,073	(9.8%)	101.4%
Transfer to School Fund	75,926,000	(64,083)	75,990,083	74,366,181	2.2%	100.1%
Nondepartmental	10,301,328	630,460	9,670,868	6,527,283	48.2%	93.9%
Total	266,699,835	\$ 955,696	\$ 265,744,139	\$ 260,399,755	2.1%	99.6%

CITY OF ROANOKE, VIRGINIA STORMWATER UTILITY FUND COMPARATIVE STATEMENT OF REVENUES AND EXPENSES FOR THE TWELVE MONTHS ENDED JUNE 30, 2015 (UNAUDITED)

	FY 2015 Adopted Budget*	FY 2015
Operating Revenues		
Stormwater Utility Fees	\$ 1,700,000	\$ 1,807,111
Total Operating Revenues	1,700,000	1,807,111
Operating Expenses		
Operating Expenses Depreciation	2,740,650 	1,957,805 194
Total Operating Expenses	2,740,650	1,957,999
Operating Loss	(1,040,650)	(150,888)
Nonoperating Revenues/(Expenses)		
Investment Income Interest Expense	-	1,368 (20,932)
Net Nonoperating Revenues	_	(19,564)
Loss Before Transfers and Contributions	(1,040,650)	(170,452)
Transfers and Contributions		
Capital Contributions Transfer from General Fund	- 1,250,340	- 1,249,690
Transfer from Capital Projects Fund Transfer to Capital Projects Fund	75,000	75,000 (9,350)
Transfer to Capital Projects Fund Transfer to Debt Service Fund	(209,690)	(209,688)
Net Transfers and Contributions	1,115,650	1,105,652
Change in Net Position	\$ 75,000	\$ 935,200

^{*} FY 2015 is the first year of operations for the Stormwater Utility Fund. Annual Budget reflects the budget for July 1, 2014 to June 30, 2015 and is shown for comparison purposes.

CITY OF ROANOKE, VIRGINIA CIVIC CENTER FUND COMPARATIVE STATEMENT OF REVENUES AND EXPENSES FOR THE TWELVE MONTHS ENDED JUNE 30, 2015 (UNAUDITED)

	FY 2015 Budget YTD	FY 2015	FY 2014
Operating Revenues			
Rentals	\$ 4,916,880	\$ 3,341,802	\$ 3,506,566
Event Expenses	1,526,146	1,814,167	1,962,857
Advertising	200,000	529,542	124,606
Admissions Tax	519,330	414,183	445,002
Facility Surcharge/Ticket Rebate	498,327	386,104	429,353
Commissions	200,153	265,793	241,728
Ancillary	128,040	84,341	110,809
Miscellaneous	101,700	83,618	100,677
Total Operating Revenues	8,090,576	6,919,550	6,921,598
Operating Expenses			
Personal Services	1,239,198	1,163,018	1,126,833
Operating Expenses	7,627,779	6,112,385	6,084,801
Management Fees	454,996	398,262	387,334
Depreciation	930,571	950,204	914,008
Total Operating Expenses	10,252,544	8,623,869	8,512,976
Operating Loss	(2,161,968)	(1,704,319)	(1,591,378)
Nonoperating Revenues/(Expenses)			
Other	_	(2,368)	(1,834)
Investment Income		94,685	95,108
Interest Expense	(532,853)	(523,360)	(652,393)
Net Nonoperating Expenses	(532,853)	(431,043)	(559,119)
Net Loss	(2,694,821)	(2,135,362)	(2,150,497)
Transfers and Contributions			
Transfer from General Fund	2,141,109	2,141,109	2,034,194
Net Transfers and Contributions	2,141,109	2,141,109	2,034,194
Change in Net Position	\$ (553,712)	\$ 5,747	\$ (116,303)

CITY OF ROANOKE, VIRGINIA PARKING FUND

COMPARATIVE STATEMENT OF REVENUES AND EXPENSES FOR THE TWELVE MONTHS ENDED JUNE 30, 2015 (UNAUDITED)

	FY 2015 Adopted Budget	EV 2015	FY 2014
Operating Revenues	Budget	FY 2015	11 2014
Market Garage	\$ 435,000	\$ 395,022	\$ 463,925
Elmwood Park Garage	542,000	645,920	566,506
Center in the Square Garage	335,000	370,651	363,454
Church Avenue Garage	543,000	631,299	556,460
Tower Garage	378,000	424,199	399,644
Gainsboro Garage	129,000	87,955	119,731
Campbell Garage	119,000	136,717	124,418
Williamson Lot	90,000	60,728	90,094
Higher Ed Center Lot	56,000	42,290	54,835
Market Lot	28,000	45,874	31,027
Elmwood Lot	70,000	81,784	166,454
Warehouse Row Lot	37,000	38,305	35,705
West Church/YMCA Lots	26,000	26,270	28,459
Off Street Parking Violations (All Locations)	49,998	36,286	29,262
On Street Parking Violations	380,000	400,272	352,800
Other Income	-	-	98,753
Total Operating Revenues	3,217,998	3,423,572	3,481,527
Operating Expenses			
Operating Expenses	1,930,037	1,782,458	1,906,102
Depreciation	961,698	963,017	978,115
Total Operating Expenses	2,891,735	2,745,475	2,884,217
		144	
Operating Income	326,263	678,097	597,310
Nonoperating Revenues/(Expenses)			
Investment Income	-	74,582	73,305
Interest Expense	(493,965)	(579,760)	(913,162)
Net Nonoperating Expenses	(493,965)	(505,178)	(839,857)
Income/(Loss) Before Transfers and Contributions	(167,702)	172,919	(242,547)
Transfers and Contributions			
Capital Contributions			
Transfer from Capital Projects Fund	125,000	125,000	_
Transfer to Capital Projects Fund	-	-	(11,280)
Transfer to DoT Fund		(917)	(11,200)
Transfer to Fleet Fund		(79,900)	•
Net Transfers and Contributions	125 000		(44.990)
	125,000	44,183	(11,280)
Change in Net Position	\$ (42,702)	\$ 217,102	\$ (253,827)

CITY OF ROANOKE, VIRGINIA CITY TREASURER'S OFFICE GENERAL STATEMENT OF ACCOUNTABILITY FOR THE MONTH ENDED JUNE 30, 2015

TO THE DIRECTOR OF FINANCE:

GENERAL STATEMENT OF ACCOUNTABILITY OF THE CITY TREASURER OF THE CITY OF ROANOKE, VIRGINIA FOR THE FUNDS OF SAID CITY FOR THE MONTH ENDED JUNE 30, 2015.

	BALANCE AT			BALANCE AT	BALANCE AT
	MAY 31, 2015	RECEIPTS	DISBURSEMENTS	JUNE 30, 2015	JUNE 30,2014
CONSOLIDATED FUNDS	\$80,463,810.97	\$31,917,213.12	\$28,119,865.23	\$84,261,158.86	\$83,251,744.49

CERTIFICATE

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE STATEMENT OF MY ACCOUNTABILITY TO THE CITY OF ROANOKE, VIRGINIA, FOR THE FUNDS OF THE VARIOUS ACCOUNTS THEREOF FOR THE MONTH ENDING JUNE 30, 2015. THAT SAID FOREGOING:

CASH	
DEPOSITS IN TRANSIT	\$34,473.09
CASH IN WELLS FARGO BANK	26,301,151.24
CASH IN VALLEY BANK	100.32
INVESTMENTS:	
LOCAL GOVERNMENT INVESTMENT POOL	9,830,437.15
BB&T INSURED DEPOSIT MONEY MARKET	1,001,942.24
CERTIFICATES OF DEPOSIT	1,000,000.00
VALLEY BANK PUBLIC FUNDS MONEY MARKET	21,179,989.29
VIRGINIA INVESTMENT POOL	7,776,109.74
VIRGINIA SNAP PROGRAM (U. S. SECURITIES)	17,136,955.79
TOTAL	\$84,261,158.86

JULY 20, 2015

EVELYN W. POWERS, TREASURER

Ewelyn M. Formers

CITY OF ROANOKE PENSION PLAN STATEMENT OF CHANGES IN PLAN NET ASSETS FOR THE TWELVE MONTHS ENDED JUNE 30, 2015 (UNAUDITED)

	FY 2015	FY 2014
Additions:		
Employer Contributions	\$ 15,130,044	\$ 12,893,068
Employee Contributions	329,048	-
Total Contributions	15,459,092	12,893,068
Investment Income		
Net Appreciation in Fair Value of Investments	7,893,446	61,021,239
Interest	1,150,721	879,218
Dividends	6,549,841	9,592,092
Other	6,147	19,628
Total Investment Gain	15,600,155	71,512,177
Less Investment Expense	1,278,303	1,343,569
Net Investment Gain	14,321,852	70,168,608
Securities Lending Income		
Securities Lending Income	572	70,200
Less Securities Lending Expense	172	21,065
	400	49,135
Total Additions	\$ 29,781,344	\$ 83,110,811
<u>Deductions</u>		
Benefits Paid to Participants	\$ 32,487,715	\$ 31,664,771
Administrative Expenses	473,194	499,240
Total Deductions	32,960,909	32,164,011
Net Increase/(Decrease)	(3,179,565)	50,946,800
Net Assets Held in Trust for Pension Benefits:		
Fund Balance July 1	398,072,905	347,126,105
Fund Balance June 30	\$ 394,893,340	\$ 398,072,905

CITY OF ROANOKE PENSION PLAN STATEMENT OF PLAN NET ASSETS June 30, 2015 (UNAUDITED)

	F	Y 2015		FY 2014
<u>Assets</u>				
Cash	\$	881,705	\$	1,113,774
Investments, at Fair Value	39	4,095,220	3	397,093,358
Employer Contributions Receivable		135,613		331,775
Employee Contributions Receivable		211,034		
Accrued Investment Income		731,754		360,417
Receivable for Security Transactions		219,856		632,039
Total Assets	\$ 39	6,275,182	\$ 3	399,531,363
Liabilities and Net Assets				
Liabilities:				
Accounts Payable	\$	428,068	\$	304,939
Payable for Security Transactions		953,774		655,194
Payable for Cash Collateral on Loaned Securities				498,325
Total Liabilities		1,381,842		1,458,458
Net Assets Held in Trust For Pension Benefits	\$ 39	4,893,340	\$ 3	398,072,905

CITY OF ROANOKE, VIRGINIA SCHOOL GENERAL FUND FOR THE TWELVE MONTHS ENDED JUNE 30, 2015

STATEMENT OF REVENUE (UNAUDITED)

	Current		Actual		Actual		Percent of	
		Revenue	July 1 - Jun 30		July 1 - Jun 30		Budget	FY15 vs FY14
Revenue Source		Budget		2014-2015		2014-2015	Received	Variance
State, Excluding Sales Tax	\$	64,281,235	\$	64,255,921	\$	58,619,366	100.0%	9.6%
State Sales Tax		13,800,000		13,726,929		12,152,022	99.5%	13.0%
Other Revenue		5,200,000		6,361,225		5,315,345	122.3%	19.7%
Transfer from the City of Roanoke		74,579,200		76,953,196		74,168,903	103.2%	3.8%
Transfer from Food Service Fund		300,000		300,000	-	300,000	100.0%	0.0%
Total	\$	158,160,435	\$	161,597,271	\$	150,555,636	102.2%	7.3%

STATEMENT OF EXPENDITURES AND ENCUMBRANCES (UNAUDITED)

Expenditures	Current Expenditure Budget	Actual July 1 - Jun 30 2014-2015	Actual July 1 - Jun 30 2014-2015	Percent of Budget Obligated	FY15 vs FY14 Variance
Instruction	\$ 112,579,339	113,138,319	\$ 105,497,036	100.5%	7.2%
Administration, Attendance and Health	13,809,400	11,904,706	10,816,407	86.2%	10.1%
Transportation	10,387,942	10,293,374	10,056,514	99.1%	2.4%
Operations and Facilities	15,594,119	15,478,231	13,583,962	99.3%	13.9%
Debt Service	15,034,414	14,621,813	15,270,991	97.3%	(4.3%)
Transfer to Athletics Fund	1,900,000	1,600,000	1,591,000	84.2%	0.6%
Total	\$ 169,305,214	167,036,443	\$ 156,815,910	98.7%	6.5%

Note: The Food Services and Athletics Funds are not included in this financial statement.



CITY OF ROANOKE DEPARTMENT OF FINANCE

215 Church Avenue, SW, Suite 461 Roanoke, Virginia 24011-1220 Telephone: (540) 853-2821 Fax: (540) 853-6142

BARBARA A. DAMERON Director of Finance ANDREA F. TRENT Assistant Director of Finance

November 2, 2015

Dear Mayor Bowers and Members of City Council:

Subject: July - September FY16 Financial Report - City of Roanoke

The following financial report provides commentary on the City's financial results for the three months ended September 30, 2015. Financial Statements are also included for the periods ended July and August of fiscal year 2016.

General Fund

The FY16 adopted revenue estimate is 2.8% over FY15 actual revenues. Through September, FY16 year-to-date revenues were \$48.3 million, or 17.7% of the adopted revenue estimate for the year. Significant tax revenues, such as Real Estate, Personal Property and Business License taxes are not due until later in the year. Year to date revenues increased 5.9% or \$2.7 million compared to the same period in FY15. The increase is primarily due to higher General Property and other Local Taxes such as Sales, Meals and Transient Occupancy Tax revenues.

Through September, expenditures were \$72.6 million, or 26.5% of the adopted expenditure budget for the year. Year-to-date expenditures were down by 1.1% or \$839,000 compared to the prior year. The decrease is mainly related to the timing of a major healthcare service contract for the Jail.

Stormwater Utility Fund

Stormwater fee revenue year-to-date as of September 30, 2015 was \$1.3 million, or 36.0% of FY16 anticipated revenues. Operating expenses were \$518,000, or 11.9% of the expense budget resulting in an operating gain of \$829,000. Net position after transfers and contributions was approximately \$685,000. FY15 was the first year of operations for the Stormwater Utility Fund.

Civic Center Fund

FY16 year-to-date net change in position was a loss of \$806,000 compared to the budgeted loss of \$883,000. The year-to-date operating revenue through September was \$131,000 lower than the budgeted revenues primarily due to lower than expected ticket revenue as a result of the timing of events. Correspondingly, operating expenses were \$183,000 lower than budgeted. The operating loss was approximately

\$53,000 less than the fiscal year to date budgeted operating loss. The current forecast indicates the center's performance will be approximately \$3,000 better than budget.

Parking Fund

Through September, approximately 25.8% of anticipated operating revenue has been realized. Operating revenues increased compared to the prior fiscal year due in part to fee enhancements that became effective July 1, 2015. Due to the transient nature of parking customers, it is difficult to isolate the amount of revenue that is directly related to fee increases. Church Avenue and Tower Garages had increased occupancy in addition to an enhancement in fees. A reduction in revenue from the Williamson Lot was due to the sale of that lot in FY2015. Operating expenses decreased 14.1% or \$91,000. Operating income, before the net decrease of non-operating expenses and transfers was approximately \$347,000. After non-operating expenses and transfers, the fund's net position was approximately \$234,000.

Closing

In closing, the local economy has continued to expand and indicated a strong growth. City local tax revenues grew 10.2% or \$3.2 million in the first quarter of FY16 compared to the same period last year. However, recent gains are being viewed with caution as threats still remain with concerns about a weaker global economy and disappointing national employment reports. The Federal Reserve held off raising rates in September after a slowdown in economy and stock-market selloffs around the world.

With fiscal 2016 just underway, it is too early to make conclusions about the performance of the year. The City's financial performance will continue to be carefully monitored by the various departments which are involved with oversight of the City's budgeting and financial processes.

Please contact me with any questions you have on these financial statements.

Sincerely,

Barbara A. Dameron Director of Finance

Attachments

C: Christopher P. Morrill, City Manager
Daniel J. Callaghan, City Attorney
Drew Harmon, Municipal Auditor
Stephanie M. Moon, City Clerk
Sherman M. Stovall, Assistant City Manager
R. Brian Townsend, Assistant City Manager
Amelia C. Merchant, Director of Management and Budget
Deborah J. Moses, Parking Facilities Manager
Robyn L. Schon, General Manager, Global Spectrum

City of Roanoke, Virginia Report of City Manager Transfers Three Months Ended September 30, 2015 (Unaudited)

Transfer <u>Number</u>	<u>Date</u>	Explanation	<u>From</u>	<u>To</u>	Amount
CMT15-00084	07/07/15	Virginia Geographic Information Netwrok (VGIN)/Lidar for GIS	Capital Fund Contingency	Technology Fund Continency	\$ 36,098
CMT15-00085	07/13/15	Scanning Project	Contingency	Clerk of Circuit Court	13,546
CMT15-00085	07/14/15	Transfer of Donated Funds for Use	Contingency	Police - Serivces	26,627
CMT15-00122	08/18/15	ImageTrend Cubes for Fire and EMS Vehicles	Contingency	Fire - Support	15,500
CMT15-00124	08/19/15	Transfer Funds for Court Clerks	Contingency	Juvenile & Domestic Relations Court; General	55,500
CMT15-00127	09/09/15	Digitizing Clerk Records - Logan Systems	Miscellaneous	Clerk of Circuit Court	50,000
CMT15-00130	09/10/15	Cell Phone Tower Consulting Fees	Contingency	Planning, Building & Development	10,000

Notes:

Under City Code section 2-121, the City Manager has authority to make transfers up to \$75,000 between departments from July through March and in any amount from April to June. The City Manager has the authority to make unlimited transfers within departments. The scope of this report is limited to interdepartment transfers that are \$10,000 or greater.

City of Roanoke, Virginia Report of City Manager Contingency Three Months Ended September 30, 2015 (Unaudited)

Transfer <u>Number</u>	<u>Date</u>	Explanation	<u>To</u>	Amount				
Balance of Contingency at July 1, 2015								
Contingency Transfers:								
CMT15-00085	07/13/15	Scanning Project	Clerk of Circuit Court	(13,54	3)			
CMT15-00090	07/16/15	First Quarterly Installment of Marketing Funding for Office of Communications	Office of Communications	(10,429	5)			
CMT15-00120	08/14/15	City Support for August Housing Summit	City Manager	(5,000))			
CMT15-00122	08/18/15	ImageTrend Cubes for Fire and EMS Vehicles	Fire - Support	(15,500))			
CMT15-00124	08/19/15	Transfer Funds for Court Clerks	Juvenile & Domestic Relations Court; General District Court	(55,500))			
CMT15-00130	09/10/15	Cell Phone Tower Consulting Fees	Planning, Building & Development	(10,000))			
CMT15-00151	10/02/15	Second Quarterly Installment of Marketing Funding to the Office of Communications	Office of Communications	(10,425	5)			
Available Contingend	\$ 1,177,170	<u> </u>						

CITY OF ROANOKE, VIRGINIA GENERAL FUND FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2015

STATEMENT OF REVENUE (UNAUDITED)

Revenue Source	Current Revenue Budget	Revenue Budget Variance	Actual July 1 - Sep 30 2015 - 2016	Actual July 1 - Sep 30 2014 - 2015	FY15 vs FY14 Variance	Percent of Budget Received
General Property Taxes	\$ 106,079,000	\$ (80,513,114)	\$ 25,565,886	\$ 22,896,500	11.7%	24.1%
Other Local Taxes	73,803,000	(64,663,309)	9,139,691	8,583,146	6.5%	12.4%
Permits, Fees and Licenses	1,136,000	(931,041)	204,959	246,604	(16.9%)	18.0%
Fines and Forfeitures	1,276,000	(1,128,315)	147,685	270,619	(45.4%)	11.6%
Revenue from Use of Money and Property	185,000	(115,922)	69,078	51,643	33.8%	37.3%
Intergovernmental	67,038,000	(55,634,534)	11,403,466	11,266,995	1.2%	17.0%
Charges for Services	8,141,000	(6,751,236)	1,389,764	1,627,818	(14.6%)	17.1%
Internal Services	2,285,000	(1,879,432)	405,568	507,231	(20.0%)	17.7%
Transfers From Other Funds	16,930	3,058	19,988	16,930	18.1%	118.1%
Miscellaneous Revenue	654,000	(726,380)	(72,380)	136,495	(153.0%)	(11.1%)
Total	\$ 260,613,930	\$ (212,340,224)	\$ 48,273,706	\$ 45,603,980	5.9%	18.5%

STATEMENT OF EXPENDITURES AND ENCUMBRANCES (UNAUDITED)

Expenditures	E	Current expenditure Budget	U	incommitted Balance		Actual July 1 - Sep 30 2015 - 2016	1	Actual ly 1 - Sep 30 2014 - 2015	FY15 vs FY14 Variance	Percent of Budget Obligated
General Government	\$	14,152,569	\$	9,507,925	\$	4,644,643	\$	4,236,637	9.6%	32.8%
Judicial Administration		8,027,293		5,931,028	1	2,096,265		2,077,665	0.9%	26.1%
Public Safety		63,100,250		45,620,990		17,479,260		19,973,268	(12.5%)	27.7%
Public Works		25,015,511		15,491,032	l	9,524,479		9,811,234	(2.9%)	38.1%
Health and Welfare		37,414,527		29,468,736		7,945,791		7,945,727	0.0%	21.2%
Parks, Recreation and Cultural		10,018,266		6,642,887	i	3,375,378		3,208,226	5.2%	33.7%
Community Development		7,295,124		4,494,990	l	2,800,134		2,374,029	17.9%	38.4%
Transfer to Debt Service Fund		11,773,339		7,615,538	1	4,157,801		3,808,438	9.2%	35.3%
Transfer to School Fund		74,541,200		55,092,701	1	19,448,499		18,635,301	4.4%	26.1%
Nondepartmental		11,181,664		10,035,998		1,145,666		1,386,220	(17.4%)	10.2%
Total		262,519,742	\$	189,901,826	\$	72,617,917	\$	73,456,744	(1.1%)	27.7%
									, ,	

CITY OF ROANOKE, VIRGINIA STORMWATER UTILITY FUND COMPARATIVE STATEMENT OF REVENUES AND EXPENSES FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2015 (UNAUDITED)

	FY 2016 Adopted Budget	FY 2016	FY 2015
Operating Revenues			
Stormwater Utility Fees	\$ 3,741,985	\$ 1,347,703	\$ 445,726
Total Operating Revenues	3,741,985	1,347,703	445,726
Operating Expenses			
Operating Expenses	4,347,911	518,352	391,523
Total Operating Expenses	4,347,911	518,352	391,523
Operating Income/(Loss)	(605,926)	829,351	54,203
Nonoperating Revenues/(Expenses)			
Investment Income Interest Expense	(74,825)	1,220 (8,579)	(16)
Net Nonoperating Revenues	(74,825)	(7,359)	(16)
Income/(Loss) Before Transfers and Contributions	(680,751)	821,992	54,187
Transfers and Contributions			
Transfer from General Fund	806,588	-	-
Transfer from Capital Projects Fund Transfer to Debt Service Fund	(421,723)	(137,140)	75,000 (89,234)
Net Transfers and Contributions	384,865	(137,140)	(14,234)
Change in Net Position	\$ (295,886)	\$ 684,852	\$ 39,953

CITY OF ROANOKE, VIRGINIA CIVIC CENTER FUND COMPARATIVE STATEMENT OF REVENUES AND EXPENSES FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2015 (UNAUDITED)

	FY 2016 Budget YTD	FY 2016	FY 2015
Operating Revenues			
Rentals	\$ 236,988	\$ 179,572	\$ 392,449
Event Expenses	85,764	63,036	187,208
Advertising	176,351	152,338	36,675
Admissions Tax	15,673	9,887	71,999
Facility Surcharge/Ticket Rebate	16,372	10,307	39,544
Commissions	9,518	(207)	14,931
Ancillary	10,447	7,949	9,181
Miscellaneous	25,425	22,956	15,361
Total Operating Revenues	576,538	445,838	767,348
Operating Expenses			
Personal Services	292,670	262,822	265,044
Operating Expenses	702,875	552,693	830,151
Management Fees	99,648	96,249	96,249
Depreciation	236,627	236,627	225,309
Total Operating Expenses	1,331,820	1,148,391	1,416,753
Operating Loss	(755,282)	(702,553)	(649,405)
Nonoperating Revenues/(Expenses)			
Investment Income	-	22,230	24,602
Interest Expense	(127,295)	(125,558)	(134,528)
Net Nonoperating Expenses	(127,295)	(103,328)	(109,926)
Net Loss	(882,577)	(805,881)	(759,331)
<u>Transfers and Contributions</u>			
Transfer from General Fund	-		
Net Transfers and Contributions		-	
Change in Net Position	\$ (882,577)	\$ (805,881)	\$ (759,331)

CITY OF ROANOKE, VIRGINIA PARKING FUND

COMPARATIVE STATEMENT OF REVENUES AND EXPENSES FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2015 (UNAUDITED)

	FY 2016 Adopted Budget	FY 2016 Budget YTD	FY 2016	FY 2015
Operating Revenues				
Market Garage	\$ 448,000	\$ 112,000	\$ 88,791	\$ 83,972
Elmwood Park Garage	642,000	160,500	185,566	149,859
Center in the Square Garage	371,000	92,750	100,524	85,005
Church Avenue Garage	675,000	168,750	159,002	138,018
Tower Garage	437,000	109,250	112,621	89,794
Gainsboro Garage	103,000	25,750	22,480	17,360
Campbell Garage	168,000	42,000	42,279	32,132
Williamson Lot	-	-	(365)	21,541
Higher Ed Center Lot	45,000	11,250	7,766	12,727
Market Lot	39,000	9,750	14,609	11,663
Elmwood Lot	80,000	20,000	33,261	19,123
Warehouse Row Lot	41,000	10,250	7,598	6,885
West Church/YMCA Lots	26,000	6,500	4,378	4,378
Off Street Parking Violations (All Locations)	55,000	13,750	20,677	24,562
On Street Parking Violations	365,000	91,250	102,266	80,626
Other Income			-	-
Total Operating Revenues	3,495,000	873,750	901,453	777,645
Operating Expenses				
Operating Expenses	2,104,445	526,111	313,542	405,334
Depreciation	961,698	240,425	240,425	239,868
Total Operating Expenses	3,066,143	766,536	553,967	645,202
Operating Income	428,857	107,215	347,487	132,443
Nonoperating Revenues/(Expenses)				
Investment income	-		18,651	18.319
Interest Expense	(452,055)	(113,014)	(131,663)	(145,138)
Net Nonoperating Expenses	(452,055)	(113,014)	(113,012)	(126,819)
Income/(Loss) Before Transfers and Contributions	(23,198)	(5,800)	234,475	5,624
Transfers and Contributions				
Capital Contributions				
Transfer from Capital Projects Fund	-	-	-	125.000
Transfer to Capital Projects Fund	-	-	-	-
Transfer to DoT Fund	-	-	-	-
Transfer to Fleet Fund	-	_	_	~
Net Transfers and Contributions	-			125,000

\$ (23,198)

Change in Net Position

(5,800)

\$ 234,475

\$ 130,624

CITY OF ROANOKE, VIRGINIA CITY TREASURER'S OFFICE GENERAL STATEMENT OF ACCOUNTABILITY FOR THE MONTH ENDED SEPTEMBER 30, 2015

TO THE DIRECTOR OF FINANCE:

CASH

GENERAL STATEMENT OF ACCOUNTABILITY OF THE CITY TREASURER OF THE CITY OF ROANOKE, VIRGINIA FOR THE FUNDS OF SAID CITY FOR THE MONTH ENDED SEPTEMBER 30, 2015.

	BALANCE AT		· · · · · · · · · · · · · · · · · · ·	BALANCE AT	BALANCE AT
	AUGUST 31, 2015	RECEIPTS	DISBURSEMENTS	SEPT. 30, 2015	SEPT. 30, 2014
CONSOLIDATED FUNDS	56,887,002.81	46,116,552.35	25,743,850.97	77,259,704.19	78,988,924.63

CERTIFICATE

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE STATEMENT OF MY ACCOUNTABILITY TO THE CITY OF ROANOKE, VIRGINIA, FOR THE FUNDS OF THE VARIOUS ACCOUNTS THEREOF FOR THE MONTH ENDING SEPTEMBER 30, 2015. THAT SAID FOREGOING:

DEPOSITS IN TRANSIT	91,429.70
CASH IN WELLS FARGO BANK	31,976,184.52
CASH IN BNC BANK	100.37
INVESTMENTS:	
LOCAL GOVERNMENT INVESTMENT POOL	833,654.50
BB&T INSURED DEPOSIT MONEY MARKET	1,001,967.49
CERTIFICATES OF DEPOSIT	1,000,000.00
BNC PUBLIC FUNDS MONEY MARKET	21,194,645.19
VIDOUNIA INVESTIGATIVE DOOL	

 VIRGINIA INVESTMENT POOL
 5,039,834.92

 HRCCC - VIRGINIA INVESTMENT POOL
 2,736,828.38

 VIRGINIA SNAP PROGRAM (U.S. SECURITIES)
 13,385,059.12

 TOTAL
 77,259,704.19

Francy to themas!

October 28, 2015 EVELYN POWERS, TREASURER

CITY OF ROANOKE PENSION PLAN STATEMENT OF CHANGES IN PLAN NET ASSETS FOR THE THREE MONTHS ENDED SEPTEMBER, 2015 (UNAUDITED)

	FY 2016	FY 2015	
Additions	***************************************		
Contributions	\$ 3,161,630	\$ 4,012,889	
Investment Income			
Net Appreciation in Fair Value of Investments	(26,486,458)	(7,991,377)	
Interest and Dividend Income	720,321	824,609	
Total Investment Gain(Loss)	(25,766,137)	(7,166,768)	
Less Investment Expense	44,314	(14,634)	
Net Investment Gain/(Loss)	(25,810,451)	(7,152,134)	
Total Additions	\$ (22,648,821)	\$ (3,139,245)	
<u>Deductions</u>			
Benefits Paid to Participants	\$ 8,439,409	\$ 8,048,958	
Administrative Expenses	62,875	58,803	
Total Deductions	8,502,284	8,107,761	
Net Increase (Decrease)	(31,151,105)	(11,247,006)	
Net Assets Held in Trust for Pension Benefits:			
Fund Balance July 1	394,893,340	398,072,905	
Fund Balance September 30	\$ 363,742,235	\$ 386,825,899	

CITY OF ROANOKE PENSION PLAN STATEMENT OF PLAN NET ASSETS September 30, 2015 (UNAUDITED)

	FY 2016	FY 2015
<u>Assets</u>		
Cash	\$ 984,566	\$ 1,401,134
Investments, at Fair Value	366,218,981	388,110,199
Due from Other Funds	1,940	2,324
Total Assets	\$ 367,205,487	\$ 389,513,657
Liabilities and Net Assets		
Liabilities:		
Due to Other Funds	\$ 3,457,886	\$ 2,686,688
Accounts Payable	5,366	1,070
Total Liabilities	3,463,252	2,687,758
Net Assets Held in Trust For Pension Benefits	\$ 363,742,235	\$ 386,825,899



CITY OF ROANOKE OFFICE OF THE CITY CLERK

215 Church Avenue, S. W., Suite 456 Roanoke, Virginia 24011-1536 Telephone: (540) 853-2541 Fax: (540) 853-1145 E-mail: clerk@roanokeva.gov

CECELIA T. WEBB, CMC Acting Deputy City Clerk

October 29, 2015

The Honorable Mayor David A. Bowers and Members of the Roanoke City Council Roanoke, Virginia

Dear Mayor Bowers and Members of Council:

Section 24 of the Roanoke City Charter provides for the concurrence of Council in the appointment of a Deputy City Clerk. Therefore, it is requested that Council concur in the appointment of Cecelia "Susie" Freeman McCoy as Deputy City Clerk of the City of Roanoke, effective November 24, 2015.

Adoption of the attached resolution by Council is respectfully requested.

Sincerely,

Stephanie M. Moon Reynolds, MMC

City Clerk

Attachment

\$ Conf.

IN THE COUNCIL FOR THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION consenting to the appointment of Cecelia F. McCoy as the Deputy City Clerk effective November 24, 2015.

WHEREAS, the City Clerk desires to appoint Cecelia F. McCoy as the Deputy City Clerk of the City of Roanoke effective November 24, 2015; and

WHEREAS, pursuant to Section 24 of the Roanoke City Charter of 1952, and appointment of a deputy city clerk must be consented to by City Council in order to be effective.

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke that the appointment of Cecelia F. McCoy as Deputy City Clerk of the City of Roanoke, effective November 24, 2015, is hereby consented to in accordance with Section 24 of the Roanoke City Charter of 1952.

ATTEST:

City Clerk.



CITY OF ROANOKE

CITY COUNCIL

215 Church Avenue, S.W. Noel C. Taylor Municipal Building, Suite 456 Roanoke, Virginia 24011-1536 Telephone: (540) 853-2541 Fax: (540) 853-1145

Council Members
William D. Bestpitch
Raphael E. "Ray" Ferris
Sherman P. Lea
Anita J. Price
Court G. Rosen

David B. Trinkle

November 2, 2015

The Honorable David Bowers, Mayor and Members of City Council Roanoke, Virginia

Re: Report from Task Force on City Code Amendments Affecting Director of Finance

Dear Mayor Bowers and Members of Council:

The General Assembly adopted Chapter 347, Laws of 2015, to amend the Roanoke City Charter to allow the City Manager to appoint the Director of Finance, among other things, effective July 1, 2015 (Charter Amendment). The Charter Amendment removed some of the specific duties assigned to the Director of Finance and reserved to City Council the authority to designate such additional duties to the Director of Finance by the adoption of ordinances.

On June 15, 2015, Council adopted Ordinance No. 40272-061515 to amend 3 sections of City Code with respect to the position of Director of Finance (Section 2-233 (appointment), Section 2-235 (general duties), and Section 22.3-2 (removed reference of director of finance from the definition of council appointed officials)). Council also adopted Resolution No. 40273-061515 to create a task force to review the City Code and suggest revisions of City Code as a result of the Charter Amendment (Task Force). The members of this Task Force are the City Manager or his designee, the Director of Finance or her designee, the City Attorney or his designee, and me. Pursuant to Resolution No. 40273-061515, the Task Force is required to report to Council with recommendations by November 1, 2015.

The Task Force met on September 10, 2015 to review the current City Code to determine what provisions of City Code need to be amended as a result of the Charter changes affecting the position of the Director of Finance. The Task Force recommended, and on October 8, 2015, City Council adopted Ordinance No. 40363-100815 amending four sections of City Code. These amendments further implement the changes in the Charter related to the appointment of the Director of Finance and designates duties of the Director of Finance, as permitted under the City Charter.

The Task Force met again on October 8, 2015, to review the remaining provisions of City Code and make further recommendations to Council for consideration at the regular session of Council on November 2, 2015. The Director of Finance has also met with various departments to review specific departmental sections of City Code. The Task Force recommends changes to the following sections of City Code to clarify the Director of Finance's position: 4-7(parking violations), 7-2 (waiver of liens relating to demolition of structures), 19-31(commissioner of the revenue's records), 19-32.1(appeals to the tax commissioner), 21-25(waiver of liens for costs to repair public building), 22.3-78(defined contribution board appointees), 30-90(sidewalks and rebates to property owners), 32-37(appointment of director of real estate valuation), 32-171(telephone tax – no longer applicable), 32-22(accounting of abatement costs), and 34-147(records of trip of horse drawn vehicles).

The Task Force considered City Code Section 22.3-8 regarding the Director of Finance's position on the Pension Board, ex officio, and recommends that the Director of Finance remain a member of the Pension Board, ex officio. However, we recommend the City Manager's position on the Pension Board to be amended to provide that "the city manager, or his or her designee, who shall not be the director of finance" to account for the Director of Finance's appointed position on the Pension Board. The Task Force has reviewed the remaining sections of City Code that involve the Director of Finance, and recommends that no changes be made to those sections.

If Council prefers, the Task Force can present a proposed ordinance making the above recommended amendments to City Code relative to the position of the Director of Finance, to Council for consideration at the regular session of Council on November 16, 2015, or at such later time as Council may request.

Sincerely,

Laplan E. Jusis

Raphael E. Ferris Member of Council Chair of Task Force

REF/lmc

c: Christopher P. Morrill, City Manager
 R. Brian Townsend, Assistant City Manager
 for Community Development
 Sherman Stovall, Assistant City Manager
 for Operations
 Barbara Dameron, Director of Finance
 Troy D. Harmon, City Auditor
 Stephanie Moon Reynolds, City Clerk
 Daniel J. Callaghan, City Attorney
 Laura M. Carini, Assistant City Attorney



IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION memorializing the late Frank Walker Feather, longtime pastor of the Forest Park Baptist Church, and a native of Roanoke.

WHEREAS, the members of Council learned with sorrow of the passing of Reverend Feather on Sunday, September 20, 2015;

WHEREAS, Reverend Feather was educated at Forest Park Elementary School, Monroe Junior High, and Jefferson High School in Roanoke, and received his theological degree from Pioneer Theological Seminary;

WHEREAS, Reverend Feather was raised in Northwest Roanoke, and was an active member of Villa Heights Baptist Church;

WHEREAS, while employed by General Electric in Salem, Virginia, Reverend Feather became a charter member of Emmanuel Baptist Church and served in various capacities for the music, education, and youth programs at the church;

WHEREAS, after 16 years of dedicated service with General Electric, Reverend Feather left the company to enter the full-time ministry;

WHEREAS, Reverend Feather's first pastorate was with Mountain View Baptist Church at Catawba, in Roanoke County;

WHEREAS, in 1974 Reverend Feather was called to serve as pastor at Forest Park Baptist Church in Northwest Roanoke, and served its congregation for 34 years;

WHEREAS, Reverend Feather demonstrated a heartfelt interest in addressing many community issues and challenges, including race relations, children and youth development

issues, young and senior adult concerns, homelessness, neighborhood and community improvement issues and other projects, by working closely alongside the Reverend Dr. Kenneth B. Wright of First Baptist Church of Gainsboro;

WHEREAS, Reverend Feather and Pastor Wright, through their enduring friendship, enhanced the relationship between Anglo-American and African-American churches in Roanoke;

WHEREAS, Reverend Feather and his church partnered with Pastor Wright and First Baptist Church to build one of the first Habitat for Humanity houses in Roanoke, which was constructed on Kellogg Avenue in Northwest Roanoke;

WHEREAS, under the leadership of Reverend Feather, Forest Park Baptist Church housed a component of the Noel C. Taylor Academy for several years, free of charge, and often assisted the staff in counseling the students;

WHEREAS, after retiring as pastor of Forest Park Baptist Church in 2011, Reverend Feather returned to Mountain View Baptist Church to serve as pastor, and later served as associate pastor at Emmanuel Baptist Church in Roanoke;

WHEREAS, Reverend Feather also served as a volunteer chaplain at Carilion Roanoke Memorial Hospital for nearly 30 years;

WHEREAS, Reverend Feather was very active on the local boards and committees for the City of Roanoke, including as a founding member of the Roanoke Neighborhood Partnership Steering Committee; and as a member of the Citizens Services Steering Committee; the Advisory Board of Human Resources; the Fair Housing Board; the Committee on the Homeless; TAP's Poverty Taskforce; the Transitional Living Center Board; and the Roanoke Valley Drug and Alcohol Abuse Council;

WHEREAS, Reverend Feather served for 32 years as the clerk of the Roanoke Valley Baptist Association; and

WHEREAS, in 2007 Roanoke City Council recognized the contributions of Reverend Feather to the people of Roanoke by naming Reverend Feather the 2007 Citizen of the Year.

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke as follows:

1. City Council adopts this resolution as a means of recording its deepest regret and sorrow at the passing of Frank Walker Feather, and extends to his family its sincerest condolences.

2. The City Clerk is directed to forward an attested copy of this resolution to Reverend Feather's niece, Judy Wilson, of Alabama.

ATTEST:

City Clerk